

Date:

To:

Position/Department:

Subject: Performance Warning Letter

Dear

This letter is to formally advise you that your current work performance does not meet the expectations of your position. The details are outlined below:

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You are required to take immediate corrective action to address the above concerns. Failure to improve your performance may result in further disciplinary action, up to and including termination of employment.

Please meet with me on

to discuss this matter further.

Manager/Supervisor Signature

Employee Signature

Date:
