[Name of Employer]

[Job role or title]

[Name of Company]

[Address of Company]

[Community, Zip code]

[Date]

[Name of Employee]

[Address of Employee]

[Community, Zip code]

Dear [Name of Employee],

After careful review of your performance for the month of [name of month], I have observed that your performance has been unsatisfactory and not up to the standards agreed upon employment. This letter serves as a written warning for you to do something urgently to improve your performance.

The following incidents have made your performance below expectations:

[state incidents or facts to support claim of unsatisfactory performance]

In fairness to your previous stellar performances, I am giving you this chance to improve your performance and elevate it to the same status as before.

I am hoping you will take important heed to my advice and begin showing results soon lest the company reconsiders retaining your employment.

Sincerely,

[Signature of Employer]

[Name of Employer]