

(Mention your name)

(Your address)

(Your contact information)

(Date)

(Name of the Recipient)

(Address of the Recipient)

(Contact Information of the Recipient)

Sub: Letter of Warning for Poor Performance

Dear (Name of the Recipient),

We are writing this letter, on behalf of our company, to let you know that this is a warning for your poor performance since (mention details) days at the department of (mention details) of our company (mention the name of the company).

We discussed this matter of your performance in our previous meetings.

It has been found that you are not performing your best, therefore, it is hindering the progress of our department of (mention details). You didn't submit the previous reports in time, which became very discouraging for our other workers.

Therefore we request you to try to change your working process to make it more up to the mark precede towards improvement.

Please take this letter as a final warning towards the progress of your job performance as we will be watching your performance.

Hope you will be successful in changing your performance rate and help us to achieve many good things.

Thank you very much.

With regards,

(Hand-written Signature)

(Date)

(Notary or witness if required)