

#Date#

To,

#*firstname*# #*lastname*#

Subject: Warning Notice for Performance Issues

On **#discussion date#**, we discussed your performance evaluation which assessed you as **#needs improvement or below expectations#** in the areas of **#mention areas which lack performance#**.

Since **#start period of evaluation#** till date we've observed a below par performance from you on repeated occasions. Considering your role, responsibilities and the direct impact of your work in the department, this lack of performance is unacceptable to the organization. Your negative performance affects not only your personal growth here, but workload of other team members, departmental results and overall **#revenue or reputation or service quality#** of the company.

We expect you to improve your performance to an acceptable level on immediate and sustained basis. Failure to meet our expectations may result in further corrective action up to and including dismissal.

You are further advised to submit a written apology, explanation and acknowledgement with reference to this letter.

We hope and wish to see you rise up to mark soon and assure you of our full support in achieving your **#targets or results or goals#**.

On behalf of **#*companyname*#**

#Signing Authority Name#

#Signing Authority Designation#

Employee Signature: _____

Employee Name: _____

Date: _____