

# WARNING LETTER FOR JOB PERFORMANCE

(All disciplinary letters should be presented to Employee Relations for approval before giving this letter to the employee.)

Date:

Employee Name:

Address:

Address:

Dear \_\_\_\_\_:

This letter is a Written Warning for unsatisfactory job performance. On (date), you and I met to discuss management's concerns about your performance of record keeping duties in the division. Specifically:

1. Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry standard dummy text ever since the 1500s, when an unknown printer.
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During our meeting, you did not provide an acceptable explanation as to why you had not met the deadlines, but did request additional training in the department's reporting system.

I will meet with you next Monday to review the reporting system. During the next 60 days, I will meet with you each Friday to review your records and reports. You will be responsible for completing your assignments accurately and on time.

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged.

Sincerely,



(Supervisor's Signature)