

Warning Letter For Poor Performance

June 19, 2024

Jane Doe
Marketing Specialist
Marketing Department

Dear Jane,

Subject: Warning Letter for Poor Performance

I hope this letter finds you well. This letter serves as an official warning regarding your recent performance at ABC Corporation. We have observed that your performance has not met the expected standards required for your role as a Marketing Specialist.

Specifically, the following areas need immediate improvement:

1. Failure to meet project deadlines.
2. Inconsistent quality of work.
3. Lack of communication and collaboration with team members.

Despite previous discussions and support provided by your supervisor, there has been insufficient progress in these areas. We want to emphasize that your performance directly impacts the overall success of our team and company.

To support your improvement, we propose the following steps:

1. Regular meetings with your supervisor to monitor progress.
2. Training sessions to enhance your skills.
3. Clear performance targets to be achieved within the next 30 days.

Failure to demonstrate significant improvement within this period may result in further disciplinary actions, up to and including termination of employment.

We are committed to supporting you in this improvement process and are confident in your ability to meet the required standards. Please acknowledge receipt of this letter and your understanding of its contents by signing and returning a copy.

Sincerely,

John Smith

HR Manager

john.smith@abccorp.com

Acknowledgment:

I, Jane Doe, acknowledge receipt of this warning letter and understand its contents.

Signature: _____

Date: _____