

[Date]

[Recipient's Name]

[Recipient's Address Line 1]

[Recipient's Address Line 2]

EMPLOYEE WARNING NOTICE

Dear [Employee's Name],

We have already met on _____ to discuss the reasons for your unsatisfactory performance at work, and other related issues, as enumerated below:

- 1.
- 2.
- 3.

During the meeting mentioned above, it was decided that you shall do the following to improve your performance:

- 1.
- 2.
- 3.

However, so far, there has been no such improvement. I am, hereby, writing to advise you that unless the matters listed above are corrected, I shall have no other alternative than to undertake disciplinary or corrective action against you, which may include, but may not be limited to, suspension.

Please govern yourself accordingly.

Regards,

[Name]

[Designation]

[Address Line 1]

[Address Line 2]

[Contact Number]

[Email Address]