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Warning Letter to Employee

**ABC Corporation**

**789 Corporate Lane**

**Business City, TX 75001**

**Date: May 31, 2024**

**Jane Doe**

**Marketing Specialist**

**Marketing Department**

**Subject: Warning Letter for Poor Performance**

**Dear Jane Doe,**

**1. Introduction**

**This letter is issued to formally address your recent performance issues in the Marketing Department. Your performance has not met the standards expected of your role as a Marketing Specialist.**

**2. Performance Issues**

**Over the past three months, your performance has been consistently below expectations, specifically in areas such as:**

* **Failure to meet project deadlines.**
* **Poor quality of work submitted.**
* **Lack of initiative in collaborative tasks.**

**3. Impact of the Performance Issues**

**Your inadequate performance has affected the overall productivity and success of the Marketing Department. It is essential for all team members to contribute effectively to achieve departmental goals.**

**4. Expectations and Improvement Plan**

**You are expected to demonstrate significant improvement in the following areas within the next 30 days:**

* **Adherence to project deadlines.**
* **Improvement in the quality of work.**
* **Active participation in team projects.**

**5. Support and Resources**

**We are committed to helping you succeed. You are encouraged to attend the upcoming performance improvement workshop and utilize the resources provided by our Employee Development Program.**

**6. Conclusion**

**We believe in your potential to improve and contribute positively to the team. Failure to show improvement may result in further disciplinary actions, including possible termination.**

**Sincerely,**

**Michael Johnson**

**Marketing Department Manager**

**ABC Corporation**