



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