

123 Any Way

Any Town

Any County

Any Postcode

1st January 2000

Re: Warning for Poor Work Performance

Dear (Name of the Employee),

This letter serves a written warning to you for not meeting KPI's as outlined in your Appointment Letter. It confirms our discussion held on (date) regarding your unacceptable performance.

As decided by the management, we are putting you on a Corrective Action Plan commencing from today (or mention date). This plan has been executed to bring your performance up to an acceptable standard considering your capabilities as well as what your job role demands.

Since your manager (or supervisor) has already verbally counselled you multiple times regarding intolerable performance and company protocols, we want to you take this (Name of the Action Plan) as a final opportunity to shape your conduct well and show improvement.

We hope you understand that tolerating substandard performance from you is unfair to your team members, and this is why we want you to improve performance and meet reasonable expectations immediately.

We still believe you have the potential to become a valuable asset to our organisation. We would like you to prove us right and show us your capabilities, willpower and hard work.

In case you need any additional assistance (like training or coaching), please feel free to contact us.

Sincerely,

Signature

Acknowledgement from (Name of Employee):

Date: