**Employee Warning Notice Sample**

To:

(Employee name) Kunal Kapoor

(Job Title) Project Manager

(Department) Infrastructure

From:

(Administrator or the Authority) Ravin Mohan

(Job Title) Department Head

Date: 28/07/2019

Subject: Written Warning – Unsatisfactory Performance

This warning notice is being given to you for your poor performance over the past 3 months. The management and concerned authorities after months of close monitoring have come to the conclusion that you have failed to meet the targets allotted to you for the past 3 months considering which your performance has come down. You frequent absenteeism and laziness has added to your backlog. The projects given to you have already been extended by three weeks that have incurred substantial loss to the company. You are thus expected to give a detailed explanation as to what caused the incomplete targets. In addition, your conducts with your seniors have been found difficult and domineering. Please note that further reports of this nature are subject to stern disciplinary measures and can also lead to the termination of your employment with us.

Ravin Mohan

(Signature)