

Date: [Insert Date]

To:  
[Employee Name]  
[Employee Position]  
[Department]

**Subject: Formal Warning Letter for Employee Misconduct - Poor Performance**

Dear [Employee Name],

This letter serves as a formal written warning regarding your recent performance, which has not met the standards and expectations set forth by [Company Name]. The purpose of this correspondence is to bring to your attention the specific areas of concern, highlight examples of underperformance, and outline the necessary steps for improvement.

**Details of Misconduct / Poor Performance:**

- Failure to meet project deadlines, specifically with the [mention specific project/task] on [dates].
- Consistent errors in your work output, including [list specific examples or instances of mistakes].
- Lack of attention to detail as observed in recent reports/assignments.
- Not adhering to established company processes or quality standards.

Your current level of performance is not in line with the requirements of your role. We have previously discussed these concerns informally during meetings on [mention dates of previous discussions or reviews], but there has been insufficient improvement to date.

**Required Immediate Improvement:**

- Improve the quality and accuracy of your work.
- Consistently meet all project and task deadlines.
- Follow all company procedures and standards meticulously.

You are encouraged to take advantage of any available support or training resources provided by the company. Should you require further assistance or clarification regarding your duties, please address this with your supervisor or the HR department.

**Consequences of Continued Underperformance:**

Please be advised that failure to demonstrate immediate and sustained improvement may result in further disciplinary actions, up to and including termination of your employment at [Company Name].

We trust you will treat this matter with the seriousness it deserves and take proactive steps to rectify your performance issues.

If you have any questions or wish to discuss this matter further, please contact me directly.

Sincerely,

[Manager/Supervisor Name]  
[Title]  
[Company Name]