

# Warning Letter for Employee Misconduct – Poor Performance

Date: [Insert Date]

To,  
[Employee Name]  
[Employee Designation]  
[Department]  
[Company Name]

Subject: **Warning Letter for Misconduct Due to Poor Performance**

Dear [Employee Name],

This letter serves as a formal warning regarding your recent performance and misconduct, which do not meet the expectations set for your role as [Employee Designation] in the [Department]. It has been observed and documented over the past [duration-e.g., weeks/months] that your job performance has significantly declined, resulting in unsatisfactory work outcomes and affecting the team's overall productivity.

Specific areas of concern include:

- Failure to meet set targets and deadlines for assigned tasks and projects
- Regular delays in submitting reports and deliverables
- Lack of attention to detail, resulting in errors and rework
- Disregard for company policies and standard operating procedures
- Unprofessional communication with colleagues and supervisors

Please consider this letter as an official warning. You are hereby instructed to demonstrate immediate improvement in your work performance and adhere to all company policies. We expect you to:

- Meet all assigned targets and deadlines
- Maintain accuracy and quality in your work
- Follow organizational policies and guidelines strictly
- Foster professional behavior in all interactions

Failure to demonstrate noticeable improvement in your performance and conduct within the next [time frame-e.g., 30 days] may result in further disciplinary actions up to and including termination of employment.

Please acknowledge receipt of this warning letter and sign below as a testament to your understanding and commitment to rectifying these issues.

Sincerely,  
[Your Name]  
[Your Designation]  
[Company Name]

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Employee Signature      Date