**Date: [Insert Date]**

**[Employee’s Full Name]**  
**[Employee’s Job Title]**  
**[Department]**  
**[Your Company’s Name]**  
**[Company’s Address]**  
**[City, State, ZIP Code]**

**Subject: Performance Warning Letter**

Dear [Employee’s Full Name],

This letter serves as an official warning against your unsatisfactory work performance during the current quarter of the year. You failed to achieve the assigned target. Moreover, you have also shown a lack of communication skills, resulting in your failure to attract more clients.

**Performance Issues Noted:**

* **[Specific Performance Issue 1]:** Describe the issue in detail, including dates and examples.

The management expects a noticeable improvement in your work performance during the next quarter. You will be closely observed and must, therefore, make your best effort. You are advised to take the XYZ training to improve your communication skills for better sales performance.

However, if you fail to show the expected improvement, there will be further disciplinary action which may include your termination. Therefore, take this warning seriously and work harder to impress the management.

Thank you for your cooperation.

**Acknowledgment of Receipt:**

Please sign below to acknowledge receipt of this performance warning letter.

|  |  |
| --- | --- |
| **Employee’s Signature:** | **Date:** |
| **Supervisor/Manager’s Signature:** | **Date:** |

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Company Name]