Date

To

[Name Here]  
[designation]

This letter is a warning for your bad performance. As you know, this is that time of the year when we conduct performance appraisal for all our employees. You have been one of the oldest employees we have, and we have a lot of expectations from you. In the past few months, your performance has not been at par. Your manager has discussed it with me before as well. We wanted to give you some more time to improve before issuing an official warning. Unfortunately, no improvement has been observed.

Please take this letter as a warning and we are looking forward to improving performance from your end.

Sincerely,