Date   
Name of Employee and designation   
Address

Dear Mr. Employee,

This letter is to serve an official warning by the management of XYZ for your unsatisfactory performance. It has been observed that you have not been achieving targets outlined in your key performance indicators set forth by you and your supervisor.

The management has reviewed your performance of the last two quarters and no significant improvement has been observed despite the regular feedback and consultation.

You have been serving the organization for two years as a Fundraiser and have made a meaningful contribution. The management wants to draw your attention to a few cases in particular, as shared in the report by your supervisor based on performance review;

* The monthly membership renewal has dropped 44% in the last two quarters, which shows an average of 120 renewals, in comparison to an average of 215 for earlier quarters.
* The signing up of new members has been recorded to be 75 members monthly for the last two quarters, in comparison to 130 which indicates a drop of 42%.
* No premium member has signed up in the last quarter, as compared to an average of 10 for each quarter earlier.

We would like to highlight; the performance of your department depends on you and your team. The department was declared Top Performer last year because it over-achieved the targets set for it.  The department closed its last financial year at a figure of $2.1 million, which is 18% less than what is projected for this year.

Your performance will be strictly reviewed for next quarter. The management reserves a right to terminate your contract if any improvement is not observed. Therefore, you are advised to improve your performance and meet the management’s expectations to the best of your abilities.

If you need any assistance or want to communicate the reasons for underperformance, kindly reach out to me or supervisor. We would be more than willing to extend support.

Sincerely,

HR Manager Name