[Employer's Name]  
[Employer's Designation]  
[Organization]  
[Address]  
[City], [Zip Code]

[Date]

**Subject: Warning for Bad Performance**

Dear [Employee's Name],

We are writing this letter to notify you about your ill performance which has been affecting the quality of your work lately. According to your recommendation letter we hired you to fulfill some major aspects of this company. Therefore, looking to conduct with the letter, we recommend you improve the standard of your work.

Your supervisor had already informally guided you but still, we couldn't look at the enhanced quality of your work. We finally advise you to reshape your qualities and meet the requirements for which you were hired. This is certainly a warning because we believe you are a good asset to our company, and you may have the potential to improve.

Looking forward for a work filled with passion and enthusiasm.

Sincerely,                                                                                     Employee's Signature: [Signature]

[Your Signature]

Dated: [Date]