Name of the concerned person  
Designation  
Name of the institution  
City, country, Zip Code

Date

Subject: Disciplinary action to employee or performance improvement letter

Dear Mr. ABC,

Greetings of the day!

I am Ms. XYZ from the HR department and I am writing this letter to you as a warning to notify you that your performance is not in line with the rules and regulations of our company (Company`s name). You have been continuously behaving inappropriately and your performance is not satisfactory in terms of discipline and work product. We have already called a meeting last month in this regard. We have discussed with you all these problems already.

In that meeting, you have promised in front of all your teammates and section head that you will act upon all the flaws. I was continuously in the loop with your team manager and was taking feedback from him regarding your performance. He has mentioned in a written report that you are unable to meet the deadlines. He has also mentioned that you are always late and never pay attention to all the warnings. Such behavior is inappropriate and unbearable for our company`s reputation and working environment.

This letter is the last written warning from our side and if you still do not show any improvement then we will surely terminate you next time instead without sending any warning letter to you. I hope that you will consider this letter and take radical measures in this regard. I advise you to have complete coordination with your team manager.

In case of any query feel free to contact me on the contact number and email id mentioned at the end of this letter.

Thank you for your time and patience.

Sincerely,

Your name  
Signature

Date  
Designation