Eric Dane

Assistant at ABC Company

**Dated:** 29th November 20XX

**Subject:** Issuance of warning letter on poor performance

Dear Eric,

This letter serves as the official warning for your incompetence in achieving the objectives mentioned in your job description along with the goals agreed between you and your manager. We already had a discussion about your below-average performance in recent projects and how you need to change your attitude towards work but you did not put any effort to make it better so this letter had to happen.

Each member of the company is expected to perform their tasks according to the requirements and meet the goals which are a part of their job description. Hence, we would appreciate your efforts towards the betterment of your performance and meeting the expectations of a higher administration. We believe you have the ability to perform but you are not putting required effort which may result in serious consequences in the future.

If you need help to get back on track then every colleague of yours can help you and guide you. I am always available in case of any suggestion or assistance but the efforts should be from your side.

Best wishes.

Sincerely,

Rick Martin Manager at ABC Company