**To**

**[The Recipient Name]  
[Designation]  
[School Name]**

**Subject: Warning for poor performance and insubordination during [X]**

Respected Mr. ABC,

It has been brought to my notice that your performance is not up to the mark. The work you submit is always full of errors. We believe that everyone makes mistakes, and these mistakes can be avoided if you are given the necessary instructions. However, I have received complaints that you don’t obey anyone’s instructions.

I would like to mention here that it is not the policy of the company to tolerate bad performance and then insubordination. Therefore, please accept this letter as a warning letter for your bad behavior. You have been issued a verbal warning also in the past. I can feel that you don’t seem to be improving yourself. Please note that failure to show compliance with the performance standards will result in your termination from your position.

If you have any problems, you can discuss them with me. Contact me at (mention your phone number) to arrange a meeting with me.

Regards,

Name of the sender  
Sender’s designation in the company  
Name of the company