**Sample Warning Letters for Employee Poor Performance**

**Sample Warning Letter 1: First Warning**

**Company Name**  
**Address**  
**City, State, ZIP Code**  
**Date: [Insert Date]**

**Employee Name**  
**Position**  
**Department**

**Subject: First Warning for Poor Performance**

Dear [Employee Name],

This letter serves as a formal warning regarding your recent performance issues. We have observed that your work has not met the expected standards over the past few months.

**Details of Poor Performance:**

* **Missed Deadlines:** You have missed the project deadlines on [specific dates].
* **Quality of Work:** The reports submitted on [specific dates] had numerous errors.

**Improvement Required:**

We expect you to meet all deadlines and improve the quality of your work. Please seek assistance from your supervisor if you face any difficulties.

**Next Steps:**

We will review your performance again in one month. Failure to improve may result in further disciplinary action.

Sincerely,  
[Your Name]  
[Your Position]

**Sample Warning Letter 2: Second Warning**

**Company Name**  
**Address**  
**City, State, ZIP Code**  
**Date: [Insert Date]**

**Employee Name**  
**Position**  
**Department**

**Subject: Second Warning for Continued Poor Performance**

Dear [Employee Name],

This letter is to inform you that your performance has not improved since the first warning issued on [date]. We are concerned about the ongoing issues affecting your work.

**Details of Continued Poor Performance:**

* **Missed Deadlines:** You have continued to miss deadlines, specifically on [specific dates].
* **Quality of Work:** The errors in your reports on [specific dates] have not decreased.

**Improvement Required:**

We expect immediate improvement in meeting deadlines and the accuracy of your work. Please arrange a meeting with your supervisor to discuss how we can support you.

**Next Steps:**

Your performance will be reviewed again in one month. Continued poor performance may lead to final warning and possible termination.

Sincerely,  
[Your Name]  
[Your Position]

**Sample Warning Letter 3: Final Warning**

**Company Name**  
**Address**  
**City, State, ZIP Code**  
**Date: [Insert Date]**

**Employee Name**  
**Position**  
**Department**

**Subject: Final Warning for Poor Performance**

Dear [Employee Name],

This letter is to serve as a final warning regarding your ongoing poor performance. Despite previous warnings on [dates], there has been no significant improvement.

**Details of Final Warning:**

* **Missed Deadlines:** Deadlines missed on [specific dates].
* **Quality of Work:** Continued errors in reports on [specific dates].

**Improvement Required:**

Immediate and sustained improvement is required. You must meet all deadlines and improve the quality of your work. A plan will be discussed with your supervisor.

**Next Steps:**

Your performance will be closely monitored over the next month. Failure to show significant improvement will result in termination of your employment.

Sincerely,  
[Your Name]  
[Your Position]

**Sample Warning Letter 4: Final Warning Before Termination**

**Company Name**  
**Address**  
**City, State, ZIP Code**  
**Date: [Insert Date]**

**Employee Name**  
**Position**  
**Department**

**Subject: Final Warning Before Termination**

Dear [Employee Name],

This letter serves as a final warning regarding your continued poor performance. Despite previous warnings issued on [dates], there has been insufficient improvement.

**Details of Poor Performance:**

* **Missed Deadlines:** Deadlines were missed on [specific dates].
* **Quality of Work:** Errors were found in reports on [specific dates].

**Immediate Improvement Required:**

You must demonstrate immediate and consistent improvement in meeting deadlines and the accuracy of your work. Failure to show improvement will result in termination.

**Next Steps:**

Your performance will be reviewed again in two weeks. If there is no significant improvement, we will proceed with termination.

Sincerely,  
[Your Name]  
[Your Position]

**Sample Warning Letter 5: Performance Improvement Plan (PIP)**

**Company Name**  
**Address**  
**City, State, ZIP Code**  
**Date: [Insert Date]**

**Employee Name**  
**Position**  
**Department**

**Subject: Performance Improvement Plan (PIP)**

Dear [Employee Name],

This letter outlines a Performance Improvement Plan (PIP) due to your ongoing poor performance. Despite previous warnings on [dates], your performance has not improved to the required standard.

**Details of Performance Issues:**

* **Missed Deadlines:** Deadlines were missed on [specific dates].
* **Quality of Work:** Errors were found in reports on [specific dates].

**Performance Improvement Plan:**

1. **Goals:** Achieve 100% of project deadlines for the next three months.
2. **Training:** Attend a training session on [specific skills] by [date].
3. **Support:** Meet with your supervisor weekly to review progress.

**Next Steps:**

Your performance will be evaluated at the end of the PIP period. Failure to meet these goals will result in further disciplinary action, up to and including termination.

Sincerely,  
[Your Name]  
[Your Position]

**Sample Warning Letter 6: Termination Notice**

**Company Name**  
**Address**  
**City, State, ZIP Code**  
**Date: [Insert Date]**

**Employee Name**  
**Position**  
**Department**

**Subject: Termination Notice Due to Poor Performance**

Dear [Employee Name],

This letter serves as a formal notice of termination due to your continued poor performance. Despite previous warnings and a Performance Improvement Plan issued on [dates], there has been no significant improvement.

**Details of Poor Performance:**

* **Missed Deadlines:** Deadlines were missed on [specific dates].
* **Quality of Work:** Errors were found in reports on [specific dates].

**Effective Date:**

Your employment with [Company Name] will be terminated as of [effective date].

**Final Steps:**

Please return all company property by [return date]. You will receive your final paycheck on [payment date]. If you have any questions, please contact HR.

Sincerely,  
[Your Name]  
[Your Position]

**Sample Warning Letter 7: Attendance Warning**

**Company Name**  
**Address**  
**City, State, ZIP Code**  
**Date: [Insert Date]**

**Employee Name**  
**Position**  
**Department**

**Subject: Attendance Warning**

Dear [Employee Name],

This letter is to inform you about concerns regarding your attendance. Regular attendance is crucial for the smooth operation of our team.

**Details of Attendance Issues:**

* **Frequent Absences:** You have been absent on [specific dates].
* **Tardiness:** You have been late on [specific dates].

**Improvement Required:**

We expect you to improve your attendance immediately. Please ensure that you arrive on time and attend work regularly.

**Next Steps:**

Your attendance will be reviewed in one month. Continued issues may result in further disciplinary action.

Sincerely,  
[Your Name]  
[Your Position]

**Sample Warning Letter 8: Warning for Insubordination**

**Company Name**  
**Address**  
**City, State, ZIP Code**  
**Date: [Insert Date]**

**Employee Name**  
**Position**  
**Department**

**Subject: Warning for Insubordination**

Dear [Employee Name],

This letter serves as a formal warning regarding your recent behavior, which has been deemed insubordinate.

**Details of Insubordination:**

* **Incident on [Date]:** You refused to follow a direct instruction from your supervisor.
* **Behavior on [Date]:** You displayed disrespectful behavior towards a manager.

**Improvement Required:**

We expect you to follow all reasonable instructions from your supervisors and maintain a respectful attitude at all times.

**Next Steps:**

Your behavior will be monitored over the next two months. Further incidents of insubordination may lead to more severe disciplinary action, including termination.

Sincerely,  
[Your Name]  
[Your Position]

**Sample Warning Letter 9: Warning for Violation of Company Policies**

**Company Name**  
**Address**  
**City, State, ZIP Code**  
**Date: [Insert Date]**

**Employee Name**  
**Position**  
**Department**

**Subject: Warning for Violation of Company Policies**

Dear [Employee Name],

This letter serves as a formal warning regarding your recent violation of company policies.

**Details of Policy Violation:**

* **Incident on [Date]:** You were found using company equipment for personal purposes, which is against company policy.
* **Incident on [Date]:** You failed to adhere to safety protocols, putting yourself and others at risk.

**Improvement Required:**

You must adhere to all company policies and procedures moving forward. Failure to comply will result in further disciplinary action.

**Next Steps:**

Your adherence to company policies will be reviewed in one month. Continued violations may lead to termination.

Sincerely,  
[Your Name]  
[Your Position]

**Sample Warning Letter 10: Warning for Lack of Professionalism**

**Company Name**  
**Address**  
**City, State, ZIP Code**  
**Date: [Insert Date]**

**Employee Name**  
**Position**  
**Department**

**Subject: Warning for Lack of Professionalism**

Dear [Employee Name],

This letter serves as a formal warning regarding your lack of professionalism in the workplace.

**Details of Unprofessional Behavior:**

* **Incident on [Date]:** You were observed making inappropriate jokes in the office.
* **Incident on [Date]:** Your attire did not meet the company’s dress code.

**Improvement Required:**

We expect you to maintain a professional demeanor at all times and adhere to the company’s dress code and conduct guidelines.

**Next Steps:**

Your professionalism will be reviewed in one month. Continued lack of professionalism may result in further disciplinary action.

Sincerely,  
[Your Name]  
[Your Position]

**Sample Warning Letter 11: Warning for Poor Customer Service**

**Company Name**  
**Address**  
**City, State, ZIP Code**  
**Date: [Insert Date]**

**Employee Name**  
**Position**  
**Department**

**Subject: Warning for Poor Customer Service**

Dear [Employee Name],

This letter serves as a formal warning regarding your recent customer service performance.

**Details of Poor Customer Service:**

* **Incident on [Date]:** A customer reported that you were rude during their interaction.
* **Incident on [Date]:** You failed to resolve a customer's issue satisfactorily.

**Improvement Required:**

We expect you to maintain a high standard of customer service. Please be polite and helpful to all customers and resolve their issues promptly.

**Next Steps:**

Your customer service performance will be reviewed in one month. Continued poor performance may result in further disciplinary action.

Sincerely,  
[Your Name]  
[Your Position]

**Sample Warning Letter 12: Warning for Unprofessional Behavior**

**Company Name**  
**Address**  
**City, State, ZIP Code**  
**Date: [Insert Date]**

**Employee Name**  
**Position**  
**Department**

**Subject: Warning for Unprofessional Behavior**

Dear [Employee Name],

This letter serves as a formal warning regarding your recent unprofessional behavior in the workplace.

**Details of Unprofessional Behavior:**

* **Incident on [Date]:** You made inappropriate comments to a coworker.
* **Incident on [Date]:** You were observed behaving disruptively during a meeting.

**Improvement Required:**

We expect you to maintain professional behavior at all times. Please treat your colleagues with respect and conduct yourself appropriately in all work settings.

**Next Steps:**

Your behavior will be reviewed in one month. Further incidents of unprofessional behavior may lead to additional disciplinary action.

Sincerely,  
[Your Name]  
[Your Position]

**Sample Warning Letter 13: Warning for Misuse of Company Resources**

**Company Name**  
**Address**  
**City, State, ZIP Code**  
**Date: [Insert Date]**

**Employee Name**  
**Position**  
**Department**

**Subject: Warning for Misuse of Company Resources**

Dear [Employee Name],

This letter serves as a formal warning regarding your misuse of company resources.

**Details of Misuse:**

* **Incident on [Date]:** You were found using company equipment for personal projects.
* **Incident on [Date]:** You used company time to conduct personal business.

**Improvement Required:**

You must use company resources solely for work-related purposes and manage your time effectively.

**Next Steps:**

Your use of company resources will be reviewed in one month. Continued misuse may lead to further disciplinary action.

Sincerely,  
[Your Name]  
[Your Position]

**Sample Warning Letter 14: Warning for Inappropriate Use of Social Media**

**Company Name**  
**Address**  
**City, State, ZIP Code**  
**Date: [Insert Date]**

**Employee Name**  
**Position**  
**Department**

**Subject: Warning for Inappropriate Use of Social Media**

Dear [Employee Name],

This letter serves as a formal warning regarding your inappropriate use of social media during work hours.

**Details of Inappropriate Use:**

* **Incident on [Date]:** You were found posting on social media during work hours.
* **Incident on [Date]:** You made inappropriate comments about the company on your personal social media accounts.

**Improvement Required:**

You must refrain from using social media for personal purposes during work hours and avoid making any comments that could negatively affect the company’s reputation.

**Next Steps:**

Your use of social media will be monitored over the next month. Continued misuse may result in further disciplinary action.

Sincerely,  
[Your Name]  
[Your Position]

**Sample Warning Letter 15: Warning for Failure to Follow Safety Protocols**

**Company Name**  
**Address**  
**City, State, ZIP Code**  
**Date: [Insert Date]**

**Employee Name**  
**Position**  
**Department**

**Subject: Warning for Failure to Follow Safety Protocols**

Dear [Employee Name],

This letter serves as a formal warning regarding your failure to follow safety protocols.

**Details of Safety Violations:**

* **Incident on [Date]:** You did not wear required safety equipment in the work area.
* **Incident on [Date]:** You did not follow proper procedures for handling hazardous materials.

**Improvement Required:**

You must adhere to all safety protocols and procedures to ensure a safe working environment for yourself and others.

**Next Steps:**

Your adherence to safety protocols will be reviewed in one month. Continued violations may lead to further disciplinary action, including termination.

Sincerely,  
[Your Name]  
[Your Position]

**Sample Warning Letter 16: Warning for Lack of Team Collaboration**

**Company Name**  
**Address**  
**City, State, ZIP Code**  
**Date: [Insert Date]**

**Employee Name**  
**Position**  
**Department**

**Subject: Warning for Lack of Team Collaboration**

Dear [Employee Name],

This letter serves as a formal warning regarding your lack of collaboration with team members.

**Details of Lack of Collaboration:**

* **Incident on [Date]:** You refused to cooperate on a team project.
* **Incident on [Date]:** You ignored feedback and suggestions from colleagues.

**Improvement Required:**

We expect you to work effectively with your team members, share ideas, and accept constructive feedback.

**Next Steps:**

Your teamwork and collaboration will be reviewed in one month. Continued issues may result in further disciplinary action.

Sincerely,  
[Your Name]  
[Your Position]

**Sample Warning Letter 17: Warning for Failure to Meet Sales Targets**

**Company Name**  
**Address**  
**City, State, ZIP Code**  
**Date: [Insert Date]**

**Employee Name**  
**Position**  
**Department**

**Subject: Warning for Failure to Meet Sales Targets**

Dear [Employee Name],

This letter serves as a formal warning regarding your failure to meet the established sales targets.

**Details of Sales Performance:**

* **Sales Period [Start Date] to [End Date]:** Your sales performance was below the target by [specific amount/percentage].
* **Sales Period [Start Date] to [End Date]:** You failed to achieve the minimum required sales calls.

**Improvement Required:**

We expect you to meet or exceed your sales targets. Please develop a strategy to improve your sales performance and discuss it with your supervisor.

**Next Steps:**

Your sales performance will be reviewed in one month. Continued failure to meet targets may result in further disciplinary action.

Sincerely,  
[Your Name]  
[Your Position]

**Sample Warning Letter 18: Warning for Poor Time Management**

**Company Name**  
**Address**  
**City, State, ZIP Code**  
**Date: [Insert Date]**

**Employee Name**  
**Position**  
**Department**

**Subject: Warning for Poor Time Management**

Dear [Employee Name],

This letter serves as a formal warning regarding your poor time management skills.

**Details of Poor Time Management:**

* **Incident on [Date]:** You failed to complete assigned tasks on time.
* **Incident on [Date]:** You were found taking extended breaks beyond the allotted time.

**Improvement Required:**

We expect you to manage your time effectively and complete tasks within the given deadlines.

**Next Steps:**

Your time management skills will be reviewed in one month. Continued issues may result in further disciplinary action.

Sincerely,  
[Your Name]  
[Your Position]

**Sample Warning Letter 19: Warning for Failure to Follow Instructions**

**Company Name**  
**Address**  
**City, State, ZIP Code**  
**Date: [Insert Date]**

**Employee Name**  
**Position**  
**Department**

**Subject: Warning for Failure to Follow Instructions**

Dear [Employee Name],

This letter serves as a formal warning regarding your failure to follow instructions.

**Details of Failure to Follow Instructions:**

* **Incident on [Date]:** You did not complete the assigned task as instructed.
* **Incident on [Date]:** You failed to adhere to the detailed guidelines provided for the project.

**Improvement Required:**

We expect you to follow all instructions carefully and complete tasks as directed.

**Next Steps:**

Your adherence to instructions will be reviewed in one month. Continued failure to follow instructions may result in further disciplinary action.

Sincerely,  
[Your Name]  
[Your Position]

**Sample Warning Letter 20: Warning for Breach of Confidentiality**

**Company Name**  
**Address**  
**City, State, ZIP Code**  
**Date: [Insert Date]**

**Employee Name**  
**Position**  
**Department**

**Subject: Warning for Breach of Confidentiality**

Dear [Employee Name],

This letter serves as a formal warning regarding your breach of confidentiality.

**Details of Breach of Confidentiality:**

* **Incident on [Date]:** You disclosed sensitive company information to unauthorized individuals.
* **Incident on [Date]:** You discussed confidential project details in a public setting.

**Improvement Required:**

You must adhere to the company’s confidentiality policies and ensure that all sensitive information remains secure.

**Next Steps:**

Your adherence to confidentiality policies will be reviewed in one month. Further breaches may result in severe disciplinary action, including termination.

Sincerely,  
[Your Name]  
[Your Position]