

On Company Letter Head

Warning Letter

Date: _____

To,

[Employee Name]

[Designation]

[Department]

Subject: Warning Letter for Poor Performance

Dear [Employee's Name],

This is to formally bring to your attention that your performance has consistently fallen below the standards expected for your role, despite repeated discussions and the support provided by your manager.

You are hereby instructed to take immediate corrective measures to improve your performance. Please be advised that continued failure to meet the required standards may result in further disciplinary action, up to and including termination of employment.

We urge you to treat this matter with utmost seriousness and take immediate steps to demonstrate measurable improvement.

For, ABC Corporation,

Authorized Signatory

HRBP- Manager

Cc:

1. Personnel File
2. Reporting Manager
3. VP-Operations.

KARNATAKA HR HUB

CONNECTING TALENT, BUILDING FUTURE