To Date:
Employee name,
Employee ID,
Designation,
Department.

Sub: Warning letter for the poor performance of work

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_[Employee name],

We are issuing this letter to warn you about your underperformance of work, after assessment we noticed that your performance is not up to the mark.

We hereby expect you to take necessary actions to improve your performance, otherwise, it leads to strict action against you.

Consider this is the first reminder regarding your poor performance and give your written explanation within 48 hours after receiving this letter.

Sincerely,
Officer name,
Designation.