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

Sub: Warning letter for the poor performance of work

Dear Mr./Ms. **[Employee name],**

It has been observed that you haven't improved your performance even after issuing an earlier warning letter dated **[date]**, this shows your negligence towards your work.

The management couldn't tolerate such behaviour, we want employees who work with diligence and dedication.

Your continuous failure to comply with the project guidelines and requirements led to a loss to the company.

This should be a final opportunity to you to improve your performance, if you fail to show any progress then it will lead to the termination of your employment.

Kindly treat this as an extremely urgent matter, and kindly sign a copy of this letter as an acknowledgment.

Sincerely,
Officer name,
Designation.