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

Sub: Warning letter for poor performance.

Dear Mr./Ms.\_\_\_\_\_\_\_\_\_\_,

This is an official warning letter regarding your poor performance of the work. After evaluating your performance we noticed that it is not satisfactory. you are not trying to improve it even after multiple feedbacks and training sessions.

Kindly consider this letter as a final warning, and improve your performance. If we don't observe any progress then serious action will be taken against you.

You are further advised to submit a written explanation as soon as you receive this letter.

Sincerely,
Officer name,
Designation.