



# Warning Letter Templates



# 4 Tips to Write a Formal Warning Letter for Poor Performance

Addressing performance issues is never easy, and should be done with tact and care. A warning letter to an employee is a formal HR process to record misconduct, a disciplinary issue or poor performance and discuss it with the employee. The letter also helps in setting expectations for future behavior and may be a precursor to termination. When verbal communication between an employee and their manager or HR team does not lead to the desired changes, a written warning letter helps in highlighting the situation and recording the gaps.

To write an effective warning letter to an employee for poor performance, follow these steps.

## 1. Start With a Verbal Conversation

A warning letter should not be the first time your employee is hearing about their performance issues. If you notice a decline in performance, start with scheduling a meeting to address the issue with the employee, check in to ensure they have the tools and training they need, and that their workload is sustainable. Only after you have a verbal conversation with your employee and their performance does not improve should you issue a written warning.

## **2. Document, Document, Document**

A written warning letter to an employee for poor performance ensures that the employee understands the seriousness of the matter and that it requires time-bound improvement. Store this written communication in their employee file to easily access if their performance continues to decline or needs to be revisited. Finally, official warning letters can be used legally if termination or other legal action must be carried out.

## **3. Come With the Facts and Figures**

HR's role is to offer an objective point of view and guidance to employees. When addressing poor performance, it is essential to offer specific, measurable evidence of their performance. It's not enough to simply say, "your performance has declined". Be sure to offer examples, and ideally dates, to clearly illustrate their performance issues.

## **4. Offer Support**

Finally, provide a path forward for your employee. It may be the case that they need additional training, or to re-prioritize their workload to improve performance. Issuing a warning without an actionable plan to improve performance is a job half-done. Work with your employee to develop an improvement plan, and schedule a date to follow up to re-evaluate their performance.

To access your customizable performance letter template, [download here](#) and make a copy.

# Letter #1

To: [Employee Name]

From: [Manager/HR Representative Name]

Date:

Subject: Corrective Action Plan

Dear <First name of the Employee>,

This letter serves as a written warning to you for failing to meet your objectives as outlined in your <Job Description / Prior performance appraisal / Goals as agreed between you and your supervisor>.

This letter confirms our discussion held on <date> regarding your performance.

As discussed by <the management / your supervisor>, we are putting you on a Corrective Action Plan commencing from <mention date>. This plan is being introduced to bring your performance up to an acceptable standard, considering your capabilities and requirements of your job role.

Each member in our company is expected to contribute to the best of their abilities and meet the objectives laid out in their job role. Hence, we would like you to immediately improve your performance and meet expectations of your supervisor and company management.

We believe that you have the potential to be a meaningful contributor and would like you to work with commitment and resolve.

## Letter #1 cont.

If you need any assistance or have queries, please feel free to reach out to me anytime. You are requested to sign a copy of this letter to indicate your acknowledgment of the discussion.

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Employee Signature

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Date

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Manager/HR Signature

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Date

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Witness Signature

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Date

## Letter #2

To: [Employee Name]

From: [Manager/HR Representative Name]

Date:

Subject: Notice of Performance Improvement Plan

During the past month [specify dates if available], it has become increasingly evident that you have not been performing your assigned work in accordance with what is expected of your position as [job title]. You were counseled on this unacceptable performance on [list dates of all counseling and written warning sessions]. To date, significant improvement has not been made. [Company Name] values you as an employee, and it is our intent to make you fully aware of this situation and to assist you in improving your work performance. The responsibility to improve, however, is yours alone.

You are being placed on a written performance improvement plan. For the next [30, 60, or 90] days, [date, month, year] to [date, month, year], your work will be closely monitored. You must demonstrate immediate improvement in the following areas:

[List plan details. Be specific about what needs to be improved. If possible, list objectives with specific deadlines on a separate sheet and attach it to the plan.]

[I or Your manager] will review your progress on each of the above items requiring improvement every [day or week and time of review]. Improvement must begin immediately and be maintained.

## Letter #2 cont.

If any objective of this improvement plan is not met at any time during the specified time frame, disciplinary action, to include separation from [Company Name], may occur. A decrease in performance after successfully completing the improvement plan may also result in dismissal from [Company Name] without the issuance of another warning or improvement plan.

I am available to discuss any issues or concerns you may have as you work through this plan.

Your signature acknowledges this discussion. It does not indicate agreement or disagreement with this plan.

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Employee Signature

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Date

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Manager/HR Signature

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Date

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Witness Signature

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Date

# Letter #3

To: [Employee Name]

From: [Manager/HR Representative Name]

Date:

Subject: Notice of Performance Improvement Plan

Thank you for meeting with me and [name and role] on [date] to discuss concerns about your performance and the proposal to put in place a Performance Improvement Plan (PIP) to support you to improve your performance to the standard required.

I have decided that it is appropriate to move forward with a Performance Improvement Plan. A copy of the plan is attached. This plan will start on [date] and I will review your performance on [date].

The purpose of the Performance Improvement Plan is to help you achieve a satisfactory level of performance against the objectives and measures set out in the plan. We will support you as you work to meet these standards as outlined in the PIP, however, if your performance does not improve sufficiently by the review date, you may be issued with a first written warning.

During the review period I will meet with you [weekly or other appropriate timeframe] to discuss how your performance under the PIP is progressing and to assist you with anything you may require help with. [details of any other assistance / support / training that the employee will be provided with during the period]



## Letter #3 cont.

If you have any questions about this letter please contact me directly.

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Employee Signature

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Date

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Manager/HR Signature

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Date

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Witness Signature

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Date

## About Omni

Omni is an all-in-one HR management software on a mission to help modern companies build engaged, high-performing teams.

Most HR teams and managers end up managing part (or all) of their people processes manually and losing valuable time syncing data across different teams and disjointed systems.

With Omni's customizable [performance review feature](#) managers can design [custom performance review templates](#), set goals and KPIs, track employee submissions, and derive critical insights to drive business decisions and easily track and manage employee performance.

Omni is creating a customizable all-in-one HR solution that adapts to how companies operate. We want to help organizations streamline their entire employee management lifecycle and turn complex, manual processes into intuitive, automated workflows.

With Omni, HR managers and business owners can free up valuable time to focus on what matters most for their business.

To see Omni in action, [schedule a product tour](#), or visit us at <https://omnihr.co/>.

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