

Letter of Warning
(Poor Performance)

Date

Name
Department

PRIVATE & CONFIDENTIAL

Dear

Ref: Letter Of Warning

I refer to my discussion with you in the presence of
on_____.

During our discussion, we highlighted to you your negative work attitude, unsatisfactory performance and conduct during the last two months. Both and I have also discussed with you at length regarding your poor leadership quality when handling your subordinates.

Despite the numerous advice and counselling sessions held with and myself, you have not made an effort to improve in the areas of the above said.

I would like you to take our warning and advice to improve on these areas, failing which I shall be compelled to take a more serious disciplinary action against you.

Yours sincerely

Human Resource Manager

cc: