****

(Replace the Roubler logo with your company)

*[Your Name]*

*[Street Address]*

*[City, State, Post Code]*

*[Today’s Date]*

*[Name of Recipient]*

*[Title]*

*[Company]*

*[Address]*

*[City, State, Post Code]*

Dear *[Name of Employee],*

On *(specific date and time),* we met to discuss your performance. During this meeting we identified the following as being unsatisfactory:

*[List items and describe in detail].*

In order to improve your performance, you are required to:

*[List items and describe in detail].*

We will endeavor to assist you in any way we can to rectify the problem. However, if these matters are not addressed, we will have no alternative but to undertake further disciplinary or corrective action, which may include suspension.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name of Employer)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Date)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Printed Name and Title)

I hereby acknowledge receipt of this warning:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature of Employee)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Printed Name of Employee)