Date

To

Recipient Name

Street Address, City, ST ZIP Code

Hello [Prospect name],

This is a written warning against your declining performance at work. As discussed in our meeting on Tuesday, you are required to show a noticeable improvement before your next quarterly performance assessment.

When you were hired as our employee two years back, your performance appeared promising. However, over a period of time, you have lost your focus. You must replenish your energy and passion for work. We would like to see you perform to your full potential.

You are advised to follow all the suggestions provided to you during our meeting for the improvement of your work performance. Let us remind you that failure to achieve your project goals before the provided deadline may lead to your termination. You must, therefore, take this warning seriously.

Regards,  
Your name