[Company Name]  
[Address, City, STATE, Zip]  
[Website]  
[Contact]

To

[The Recipient]

This letter serves as a formal warning letter and is to substantiate in writing our meeting of 20-09-20XX regarding your gross misconduct and to indicate my suppositions that I have formulated in order to set your performance to be set in motion forthwith. You are therefore warned of auxiliary punitive action if your conduct is not improved.

I have formulated this precautionary evaluation to help you to reshape your work to a better standard according to the appraisal that has been mentioned in your resume. In your previous employee record, your manager has dispensed the concern with you regarding your gross misconduct.

On the other hand, I want to highlight that some inadequacies would not account for undesirable staging when examined independently, the progressive effect exhibits your inefficiency to match up to anticipated work standards. I think that this thing is necessary to start up a corrective plan of action to make you understand that your faults are not acceptable at all and secondly according to the set rules of the company such deficiency in performance cannot be sanctioned.

You have been counseled many times by Mr. Hamilton verbally regarding your bad performance and he has provided you in detail the pros and cons of the work. Moreover, you were also provided with training sessions but despite all these sessions, your performance is not meeting the expectations. Not only Mr. Hamilton but your coworkers had also assisted you to better your performance, but you failed despite all the efforts.

I have made a twenty days plan for you in which you are ordered to improve your performance. You will be supervised strictly and take this as a last warning. I am doing all this in order to improve your performance and bring it up to the expectations of our company. You have to keep a copy of this letter with you and after the given days if your performance does not get improve then we will have no other option than to exclude you. I hope that you will take this warning seriously.

Regards,

Tulip Hughes