To

[The Recipient Name]  
[Designation]  
[Department]  
[Company Name]

I am writing this letter to inform you that we have observed that your recent performance has not met the expected standards, as proven by continuous complaints from both your direct manager and colleagues. It appears that you may have unintentionally or intentionally neglected your duties, resulting in falling behind on various assigned projects and tasks. Despite several verbal warnings, we have not witnessed any noticeable progress.

Unfortunately, due to the ongoing issues, we feel it is necessary to elevate this matter to a more formal level. Please regard this letter as an official written warning. Our preference was to avoid reaching this point, but given the circumstances, we had limited options.

We strongly advise you to take immediate steps to enhance your performance and increase your productivity. We believe you have the potential to achieve this, as you have demonstrated in the past. If there are specific obstacles preventing you from performing at your best, we encourage you to share them with us so that we can collaborate on finding a solution.

A thorough review of your performance will be conducted within two weeks from today. We’re really looking forward to seeing things get much better this time.

Sincerely,

[Your Name]  
[Designation]  
[Company Name]