



Dear Mr. Doe:

Re: Unacceptable Job Performance

As you are aware, we have been very concerned with your ongoing work performance for some time now. These concerns have been brought to your attention verbally. Unfortunately, however, the situation has now reached the point where these concerns must be documented in writing.

The following are the minimum performance standards/expectations in your position:

[OUTLINE IN A SPECIFIC AND DETAILED MANNER ALL THE MINIMUM PERFORMANCE EXPECTATIONS OF THE POSITION]

Unfortunately, your work performance is below the above outlined minimum performance standards/expectations. Specifically, your performance is below these minimum standards/expectations in the following areas:

[OUTLINE THE DEFICIENCIES]

Your performance below the minimum required standards/expectations is not acceptable and cannot be tolerated. This letter constitutes a written warning that an improvement to these minimum standards is required, failing which your employment will be in jeopardy.

We will review this matter with you again on *[DATE]*, in order to determine if the necessary improvement has occurred. If we can help you in any way to improve your performance to these minimum standards/expectations, please speak to *[APPROPRIATE MANAGER OR SUPERVISOR]*.

We sincerely hope that your performance does improve in the future and that you can become a valued member of the workforce.

ABC Organization. DATED this day of, 2005.

Signed Employee