

## Formal Warning of Termination

Date:

To:

Position:

Department:

Dear ,

This letter serves as a formal warning regarding your employment at . Due to ongoing issues regarding your performance/behavior, it is necessary to inform you that unless immediate improvements are made, your employment may be terminated.

The following issues have been observed:

You are expected to make significant improvements by . Failure to do so will result in further disciplinary action, up to and including termination of employment.

Please contact  if you require clarification or support.

Sincerely,