

Provisional Warning Letter

Subject: Provisional Warning Regarding Performance

Dear [Employee Name],

This letter is to inform you that your recent performance in [specific areas] has been unsatisfactory.

This is a provisional warning, and you are required to improve within [time frame] to avoid formal disciplinary measures.

Please document your plan for improvement and submit it to your supervisor by [date]. Support and guidance are available to help you meet the required standards.

Sincerely,

[Manager Name]

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