**EMPLOYEE WARNING NOTICE**

Date:

To: [EMPLOYEE'S NAME]

Dear [EMPLOYEE'S NAME]:

On \_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_\_\_\_\_\_\_\_, we met to discuss your unsatisfactory performance. Specifically, we identified the following as being unsatisfactory:

In order to improve your performance, you should:

I will assist you in any way I can to remedy the problem; however, unless these matters can be corrected, I shall have no alternative but to undertake further disciplinary or corrective action, which may include suspension.

Sincerely,  
Fenix Alliance Inc.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
[SUPERVISOR NAME], [TITLE]

I hereby acknowledge receipt of this warning:   
  
  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
[EMPLOYEE'S NAME]

cc: Personal File