**Poor Performance Warning Letter - Tips, Format, and Example**

As an employer or the HR Manager of the company, have you ever observed the poor performance of any of your employees? Have you ever got a complaint about a particular employee not meeting the standard requirements of the job role?

Well, what do you do in such cases? Even after so many repeated verbal warnings, the option is to issue a written Poor performance warning letter. Doing this might scare the employee and make him/her afraid of losing the job. This would lead them to pay serious attention to improving their performance.

So, what are the poor performance warning letters and how are they written?

**What is a Poor Performance Warning Letter?**

If an employee's performance isn't up to pace, a poor performance warning letter is the most common type of disciplinary action a company could take. Writing a formal warning letter is the first step in any disciplinary procedure.

Many managers provide many verbal warnings to their employees in order to draw their attention to the employee's bad performance. If verbal warnings and conversations are ineffective, the supervisor may issue a written warning letter.

The objective of creating the warning letter is to ensure that the employees take it seriously and that they are more likely to improve after getting it.

**How to Write a Formal Written Warning for Poor Performance?**

If you are on this page, I can assume that you have tried talking to your employee beforehand. Despite several warnings, if there’s no [performance improvement](https://ubsapp.com/glossary/performance-improvement/) in the employee, it is time to write a warning letter.

Consider the below points before writing a warning letter for your employee’s unsatisfactory performance:

* Identify the reason behind the poor performance
* Cross-check if training and support are required to achieve minimum required standards.
* Communicate the consequences to the employee and also the steps involved after issuing the warning letter.
* Ensure that the steps and effects are clearly understood by the employee.
* Ensure to make two copies of the warning letter and ask for a signed copy from the employee for future reference.

**Poor Performance Warning Letter Format**

| Your Name  Company’s Name  Company’s Address  Date  Employee Name  Employee Position  Employee Department  Subject - Warning Letter for Unsatisfactory/Poor performance  Dear [Employee Name],  The company has been continuously observing your performance for months and we have seen that you are not achieving your targets set by the company for you. You were communicated on the very first day that achieving daily tasks is of huge importance for the company’s growth.  So, this kind of approach was clearly not expected on your side. Take note that your performance will be strictly monitored in the coming months and the final decision would be taken based on those months. You would directly be terminated from your duties if any positive improvement is not seen on your part.  Yours Sincerely,  Your Name  Designation |
| --- |

**Example of Warning Letter for Poor Performance**

| James Williamson  XYZ Solutions Pvt. Ltd.  123, Wall Street2  California, US  16th January 2019  George Thomas  Senior QA Tester  Development and Testing  Subject - Warning Letter for Unsatisfactory performance  Dear George,  This is to inform you that your performance was continuously being monitored by the company and we can see that your performance is not satisfactory. We have given you several pieces of advice to improve your performance and multiple verbal warnings. However, we did not see any significant improvement in your performance.  If this continues at the same pace, unfortunately, we will have to take serious action against you. We request you to work with due diligence and passion for the growth of the company.  Yours Sincerely,  James Williamson  HR Manager |
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**Wrapping Up**

The name "Warning Letter" says it all. It's a letter from the employer to the employee to inform him/her about the breach in company policies. This letter acts as a warning to the employee for his actions, as well as a list of the repercussions.

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**Meta Description:** Fed up of the poor performance of the employees. Handle the poor performance with the latest poor performance warning letters from the best HRMS Software.

**Format 1**

| To  Employee name,  Employee ID,  Designation,  Department.  Sub: Warning letter for poor performance.  Dear Mr./Ms.\_\_\_\_\_\_\_\_\_\_,  This is an official warning letter regarding your poor performance of the work. After evaluating your performance we noticed that it is not satisfactory. you are not trying to improve it even after multiple feedbacks and training sessions.  Kindly consider this letter as a final warning, and improve your performance. If we don’t observe any progress then serious action will be taken against you.  You are further advised to submit a written explanation as soon as you receive this letter.  Sincerely,  Officer name,  Designation. |
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**Format 2**

| Ref  Date  To,  Name of the Employee  Designation  Department  Employee Code  Subject - Unsatisfactory Performance at work.  Dear Mr./Ms. [Employee Name],  We have been evaluating your performance at the workplace since the last few months/weeks. We regret to inform you that your performance is below the standard level that is being expected from you.  You were provided with appropriate training initially. Your superior has been giving due guidance to you at work. Moreover, looking at your academic qualifications, a consistent performance is desired from you, which you have been failing to show in your work.  Hence, please consider this letter as the first warning towards this matter. In the coming period, your performance will be closely monitored and if you fail to improve your performance in the coming period, the company will have to take some serious actions against you viz. Deduction in salary, termination from work, or any other disciplinary action as decided by the management.  We strongly advise you to be more proactive at your work and focus more on the completion of your assignments in a timely and effective manner. In case you are facing any trouble with the work or you have any queries regarding this letter, please do not hesitate to contact your superior.  This letter will be placed in your personal file for your future reference. You are requested to sign a duplicate copy of this letter as a token of your acceptance.  All the best to you. We hope you won’t let us down.  Sincerely,  Signature  Name  Designation |
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**Format 3 - Email Template**

| To: Receiver’s email address  From: Sender’s email address  Subject - Underperformance Notice  Dear [Employee Name],  This is to inform you that the management is not satisfied with your performance in the work. It is not up to the standard level that is expected from you. We would like to strictly warn you about this matter and advise you to improve your performance soon.  If you fail to showcase any improvement until the next performance evaluation process, you will be liable for some serious disciplinary actions by the company. It may even lead to your termination from your employment/service.  Sincerely, Your Name  Designation |
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