

Performance Warning for Failure to Meet Standards

Date: _____

Employee Name: _____

Position: _____

Department: _____

Reason for Warning

This notice is to inform you that your recent job performance does not meet the required standards or expectations for your position. Specifically, the following issues have been observed:

Previous Discussions/Warnings (if any)

Required Improvement

You are expected to correct the above-stated performance issues by taking the following actions:

The expected timeframe for improvement is: _____

Consequences of Non-Improvement

Failure to demonstrate immediate and sustained improvement may result in further disciplinary action, up to and including termination of employment.

Employee Comments (optional)

Employee Signature

Date: _____

Manager/Supervisor Signature

Date: _____

