

Notice of Warning Form for Poor Performance

This **notice of warning form** sample for poor performance is designed to formally address employee underperformance issues. It outlines specific concerns, expectations for improvement, and consequences if standards are not met. Using this form helps maintain clear communication and supports fair disciplinary procedures.

Employee Name:

Position/Department:

Date Issued:

Supervisor/Manager Name:

Description of Performance Issue(s):

Detail specific performance concerns, incidents, or recurring issues.

Required Improvement(s) / Action Plan:

List the required improvements and clear expectations.

Consequences if No Improvement:

Outline potential disciplinary actions if no improvement is made.

Support Provided (if any):

Mention any training, resources, or assistance offered.

Review Date (if applicable):

Employee Acknowledgment:

I acknowledge that I have read and received a copy of this warning notice. My signature does not necessarily indicate agreement with its contents.

Employee Signature:

Supervisor/Manager Signature:

Date: _____