

<date>

<name>

Present

Dear

RE: Warning – Poor Performance

We refer to the above and our recent year-end performance review, I regret to inform you that your performance has been assessed as below expectations. It is crucial to address the identified gaps and work collaboratively to improve your performance. The performance review has highlighted specific areas where improvement is needed to meet the expected standards.

The Management has made the decision to issue you this written warning as a reminder of our seriousness when it comes to continuous poor performance. Please be warned that failure to demonstrate significant improvement within this three-month period may result in further actions, as outlined in the company's policies, which amongst others may include termination of employment,

We are committed to supporting you during this improvement phase. We encourage open communication and will provide assistance wherever possible to help you achieve the desired performance levels.

Please acknowledge your receipt and understanding of this Performance Improvement Plan by signing and returning the enclosed copy.

Thank you for your attention to this matter, and we look forward to witnessing your progress.

Sincerely,

Regards

On Behalf of <company>

<<Signature>>

<<Name>>

<<Designation>>

I, _____, (NRIC No: _____) hereby acknowledge that the acceptance of this warning letter and certify that I understood the content mentioned within.

Signature

Date _____