

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Position: [Job Title]

Subject: Performance Warning: Stress Test Results

Dear [Employee Name],

This letter serves as a formal warning regarding your performance during the recent stress test conducted on [Date of Test]. The purpose of this test was to evaluate your ability to handle high-pressure scenarios, manage increased workloads, and maintain quality standards under tight deadlines.

Based on the results, your performance did not meet the required benchmarks. Specifically, the following areas were identified as suboptimal:

- [Area 1: e.g., Accuracy of output under pressure]
- [Area 2: e.g., Adherence to time constraints]
- [Area 3: e.g., Decision-making efficiency]

As discussed during our meeting on [Date], it is essential for your role that you are able to perform effectively during periods of high demand. Failure to improve in these areas can impact the overall productivity and reliability of the team.

Expectations and Next Steps:

- You are required to [Action Item: e.g., Attend a time-management workshop].
- We will conduct a follow-up assessment on [Date of Re-test].
- Immediate improvement in [Specific Skill] is expected in your daily tasks.

Please be advised that further underperformance or failure to meet the goals outlined above may lead to additional disciplinary action, up to and including termination of employment.

Please sign below to acknowledge that you have received this letter and understand its contents.

Sincerely,

[Manager Name]

[Manager Title]

Acknowledgment:

[Employee Signature]

Date: _____