

Date: [Insert Date]

To: [Employee Name]

Position: [Current Job Title]

Department: [Department Name]

Subject: Performance Warning: Potential Supervisory Downgrade

Dear [Employee Name],

This letter serves as a formal warning regarding your performance in your current supervisory role. Based on recent evaluations and documented incidents, you are currently failing to meet the leadership standards required for your position.

The specific areas of concern include:

- [List specific performance gap 1]
- [List specific performance gap 2]
- [List specific performance gap 3]

To avoid a formal downgrade in your job level and salary grade, you are required to demonstrate immediate and sustained improvement in the following areas:

- [Insert specific metric or behavior change]
- [Insert specific metric or behavior change]

A Performance Improvement Plan (PIP) is attached to this letter, outlining the timeline and support available to you. We will meet weekly to review your progress. Please be advised that if significant improvement is not observed by [Deadline Date], the company will proceed with a permanent downgrade of your position to a non-supervisory role or take further disciplinary action, up to and including termination of employment.

Please sign below to acknowledge that you have received this letter and understand the potential consequences of continued performance issues.

Sincerely,

[Manager Name]

[Manager Title]

Employee Acknowledgment:

[Employee Signature]

[Date]