

WRITTEN WARNING — PERFORMANCE

CONFIDENTIAL — HR
DOCUMENT

Employee Name:	Sarah Johnson	Date Issued:	May 21, 2026
Job Title:	Customer Service Representative	Warning Level:	First Written Warning
Department:	Client Services	HR File No.:	EWL-2026-0047
Supervisor:	David Chen	Effective Date:	May 21, 2026

Purpose of This Warning

This written warning is issued to Sarah Johnson for failure to meet established performance standards over three consecutive review periods. This document forms part of the formal performance improvement process and will be retained in the employee's HR file.

Performance Deficiencies

Review Period	Target (Monthly Sales)	Actual	Variance	Status
February 2026	\$45,000	\$31,200	-\$13,800	BELOW TARGET
March 2026	\$45,000	\$28,900	-\$16,100	BELOW TARGET
April 2026	\$45,000	\$27,400	-\$17,600	BELOW TARGET

Description of the Performance Issue

Over the past three months, Sarah Johnson has consistently failed to achieve the minimum monthly sales target of \$45,000. Her supervisor, David Chen, held individual coaching sessions on February 14 and March 20, 2026, during which specific strategies for improving client outreach and follow-up were discussed. Despite these interventions, performance has continued to decline.

The cumulative shortfall over this period totals \$47,500, representing a 35% gap against target. This level of underperformance is not sustainable and places undue burden on other team members and departmental objectives.

Required Improvement Actions

#	Action Required	Target Date	Measured By
1	Achieve minimum monthly sales of \$42,750 (95% of target)	May 30, 2026	Sales Report
2	Complete advanced sales skills training module	June 7, 2026	LMS Certificate

3	Submit weekly activity log to supervisor every Friday	Ongoing	Supervisor Review
4	Participate in bi-weekly 1:1 performance check-ins	Ongoing	Meeting Notes

Consequences of Continued Underperformance

Failure to meet the improvement targets outlined above may result in further disciplinary action up to and including termination of employment. This is a serious warning. The company remains committed to supporting Sarah's development, but continued failure to perform at an acceptable level cannot be accommodated.

Employee Signature	Supervisor Signature	HR Representative
Sarah Johnson	David Chen	Lisa Park, HR Manager
Date: _____	Date: _____	Date: _____

Employee acknowledgment of receipt does not constitute agreement with this warning. A copy of this document has been provided to the employee and placed in the HR file. Sample document — AI For Legal Research (aiforlegalresearch.com)