

**Date:** [Date]

**To:** [Employee Name]

**Position:** [Job Title]

**From:** [Manager Name]

**Subject:** SECOND WRITTEN WARNING FOR CONTINUED POOR PERFORMANCE

Dear [Employee Name],

This letter serves as a formal second written warning regarding your ongoing performance concerns. This follow-up is necessary as the issues addressed in your first written warning dated [Date of First Warning] have not been sufficiently resolved.

**Performance Issues:**

Since our last meeting, the following performance deficiencies have been observed:

- [Specific detail of performance issue 1]
- [Specific detail of performance issue 2]

**Previous Discussions:**

We met on [Date of Review Meeting] to discuss your Performance Improvement Plan (PIP). Despite the support provided, your work continues to fall below the required standards for your role.

**Required Improvements:**

To remain in your current position, you must demonstrate immediate and sustained improvement in the following areas:

- [Requirement 1]
- [Requirement 2]

**Consequences:**

Your performance will be monitored closely over the next [Number] days. Failure to meet the standards outlined above will lead to further disciplinary action, which may include a final written warning or termination of employment.

Please sign below to acknowledge that you have received and understood this warning.

Sincerely,

[Manager Signature]

[Manager Name]

**Employee Acknowledgment:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_