

Date: [Insert Date]

To: [Employee Name]

Job Title: [Employee Job Title]

From: [Manager Name]

Subject: Final Written Warning for Substandard Job Performance

Dear [Employee Name],

This letter serves as a formal final written warning regarding your continued substandard job performance. Despite previous discussions and the written warning issued on [Date of Previous Warning], your performance has not improved to the required standards of [Company Name].

Performance Deficiencies:

Specifically, you have failed to meet the following expectations:

- [Description of specific performance issue 1]
- [Description of specific performance issue 2]
- [Description of specific performance issue 3]

Previous Support and Feedback:

Since your last review, the following actions were taken to support your improvement: [List training, mentoring, or resources provided]. Unfortunately, these measures have not resulted in the necessary changes.

Required Improvements:

Immediate and sustained improvement is required in the following areas:

- [Detailed expectation 1]
- [Detailed expectation 2]

Consequences:

This is your final warning. Your performance will be monitored closely over the next [Number] days. Failure to show immediate and consistent improvement in your job duties will result in further disciplinary action, up to and including termination of your employment.

Please sign below to acknowledge that you have received this letter and understand the seriousness of this matter.

Sincerely,

[Manager Signature]

[Manager Printed Name]

Employee Acknowledgment:

I acknowledge that I have received this final written warning and have discussed it with my manager.

[Employee Signature] Date: [Insert Date]