

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Job Title]

From: [Manager/HR Name]

Subject: Formal Disciplinary Action: Ongoing Performance Deficiencies

Dear [Employee Name],

This letter serves as a formal disciplinary warning regarding your continued failure to meet the performance standards required for your position. Despite previous discussions and feedback provided on [Date(s) of previous meetings/warnings], your performance has not improved to an acceptable level.

Specifically, the following areas of deficiency remain a concern:

- [Description of deficiency 1, e.g., Failure to meet monthly sales targets]
- [Description of deficiency 2, e.g., Recurring errors in data entry reports]
- [Description of deficiency 3, e.g., Inability to meet project deadlines]

As a result of these ongoing issues, you are being placed on a formal Performance Improvement Plan (PIP), effective immediately. During this period, which will last [Number] days, you are expected to achieve the following objectives:

- [Clear, measurable goal 1]
- [Clear, measurable goal 2]
- [Clear, measurable goal 3]

We will meet on a [Weekly/Bi-weekly] basis to review your progress. Please understand that it is your responsibility to demonstrate immediate and sustained improvement in your work performance.

Failure to meet the expectations outlined in the PIP, or any further decline in performance, may lead to further disciplinary action, up to and including termination of your employment.

A copy of this letter and the associated Performance Improvement Plan will be placed in your personnel file.

Sincerely,

[Signature]

[Name of Supervisor/HR Representative]
[Title]

Employee Acknowledgment:

I acknowledge that I have received this letter and have discussed its contents with my supervisor.
My signature does not necessarily indicate agreement with the contents.

Employee Signature

Date