Date: [Insert Date]

To: [Employee Name]
Employee ID: [Insert ID]
Position: [Insert Job Title]

Subject: Final Warning Letter for Failure to Meet Sales Targets

Dear [Employee Name],

This letter serves as a formal final warning regarding your continued failure to meet the sales targets required for your position. Despite previous discussions and the performance improvement plan initiated on [Date of Previous Meeting], your sales performance remains below the company's expectations.

Performance Record:

- Assigned Target for [Current Period]: [Insert Target Amount]
- Actual Achievement: [Insert Actual Amount]
- Variance: [Insert Shortfall Percentage/Amount]

We have provided support and training to help you reach these goals; however, the necessary improvement has not been observed. Please be advised that you are now required to achieve [Insert Specific Target] by [Insert Deadline Date].

Failure to meet these targets within the specified timeframe or any further decline in performance will lead to further disciplinary action, which may include the termination of your employment.

We expect immediate and sustained improvement. Please sign a copy of this letter to acknowledge that you have received and understood this final warning.

Sincerely,

[Your Name]
[Your Title]
[Company Name]

Acknowledgment of Receipt:

_____
[Employee Signature]

Date: _____