Date: [Date]

To: [Employee Name]

From: [Manager Name]

Subject: Formal Follow-up regarding Performance and Previous Warnings

Dear [Employee Name],

This letter serves as a formal follow-up to our meeting on [Date of Meeting] regarding your ongoing job performance. As discussed, your performance continues to fall below the expected standards for the role of [Job Title].

This matter has been addressed with you on several previous occasions:

- **[Date of Verbal/Informal Discussion]:** Informal discussion regarding [Briefly state issue].
- **[Date of First Written Warning]:** Formal written warning issued regarding [Briefly state issue].
- **[Date of Second Written Warning, if applicable]:** Final written warning issued regarding [Briefly state issue].

Despite these prior discussions and the support provided, the following performance deficiencies persist:

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

Effective immediately, you are expected to demonstrate significant and sustained improvement in these areas. Specifically, you must [State specific goals or metrics to be achieved] by [Deadline Date].

Please be advised that failure to meet these performance expectations may lead to further disciplinary action, up to and including termination of your employment.

We will meet again on [Date of Next Review] to evaluate your progress. If you have any questions regarding these expectations, please reach out to me immediately.

Sincerely,

[Manager Signature]

[Manager Name]
[Manager Title]

Acknowledgment of Receipt:

I acknowledge that I have received this letter and understand the expectations outlined above.

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[Employee Signature] [Date]