Date: [Insert Date]

To: [Employee Name]

Position: [Employee Job Title]

Subject: Final Warning: Consequences of Continued Failure to Meet Performance Standards

Dear [Employee Name],

This letter serves as a formal final warning regarding your continued failure to meet the performance expectations and requirements of your role as [Job Title]. Despite previous discussions and the implementation of a Performance Improvement Plan (PIP) on [Date of PIP], your performance has not reached the necessary standard.

Specifically, the following areas remain unsatisfactory:

- [Description of failure 1]
- [Description of failure 2]
- [Description of failure 3]

Management has provided the following support and resources to assist you: [List resources/training provided]. However, the required improvements have not been sustained.

Please be advised that immediate and consistent improvement is required. You must achieve the following objectives by [Deadline Date]:

- [Objective 1]
- [Objective 2]

Consequences of Continued Failure:

Failure to demonstrate immediate, significant, and sustained improvement in your performance will result in further disciplinary action. This action may include, but is not limited to, the termination of your employment with [Company Name].

We remain committed to providing you the opportunity to succeed, but the responsibility for meeting these standards rests with you. We will meet again on [Follow-up Date] to review your progress.

Sincerely,

[Manager Name]
[Manager Title]

Acknowledgment of Receipt:

I acknowledge that I have received this letter and understand the potential consequences of failing to improve my performance.

_____
[Employee Signature]

_____
[Date]