Date: [Insert Date]

To: [Employee Name]

From: [Manager Name/HR Department]

Subject: SECOND WRITTEN WARNING: DECLINE IN WORK QUALITY

Dear [Employee Name],

This letter serves as a formal second written warning regarding the continued decline in the quality of your work. On [Date of First Warning], we met to discuss specific performance issues and established an improvement plan. However, since that time, your performance has not reached the required standards.

Specifically, the following issues have been observed:

- [List specific example of poor work quality 1]
- [List specific example of poor work quality 2]
- [List specific example of poor work quality 3]

These errors have resulted in [mention consequences, e.g., missed deadlines, client complaints, or additional work for the team]. As discussed previously, it is essential for your role that you maintain a high level of accuracy and attention to detail.

Required Improvements:

To address these concerns, you are required to:

- [Insert specific action item or goal]
- [Insert specific action item or goal]

We will continue to monitor your performance closely over the next [Number] days. Please be advised that failure to show immediate and sustained improvement in your work quality may lead to further disciplinary action, up to and including termination of employment.

Please sign below to acknowledge that you have received and understood this warning.

Sincerely,

[Manager Signature]

[Manager Name]

[Job Title]

Employee Acknowledgment:

I acknowledge that I have received this warning and have discussed the contents with my manager.

_____
[Employee Signature]

Date: _____