Date: [Insert Date]

To: [Employee Name]

Position: [Employee Job Title]

From: [Manager Name/HR Department]

Subject: FINAL WRITTEN WARNING - UNACCEPTABLE WORK OUTPUT

Dear [Employee Name],

This letter serves as a formal final written warning regarding your continued failure to meet the required performance standards and work output for your position. Despite previous discussions and warnings issued on [Date of Previous Warning(s)], your performance has not improved to an acceptable level.

Nature of the Problem:
Specifically, your work output has been unsatisfactory in the following areas:
- [Detail specific task/project failure]
- [Detail missed deadlines or volume issues]
- [Detail quality or accuracy errors]

Previous Support and Feedback:
To assist you in improving, the company has provided the following support: [List training, mentoring, or resources provided]. Unfortunately, these measures have not resulted in the necessary improvement.

Required Improvement:
Immediate and sustained improvement is required. You are expected to:
- [List specific performance goal 1]
- [List specific performance goal 2]
- [List deadline for review]

Consequences:
This is a final warning. Failure to demonstrate immediate and consistent improvement in your work output will result in further disciplinary action, up to and including the termination of your employment.

A copy of this letter will be placed in your official personnel file.

Sincerely,

[Signature]

[Printed Name]
[Job Title]

Employee Acknowledgment:

I acknowledge that I have received this final written warning and understand the consequences of failing to improve my work output.

Signature: _____ Date: _____