Date: [Insert Date]

To: [Employee Name]

From: [Manager Name]

Subject: Formal Escalation: Continued Poor Work Quality

Dear [Employee Name],

This letter serves as a formal escalation regarding your ongoing performance and the quality of work produced. Despite previous discussions held on [Date of Previous Meeting(s)] and the feedback provided, we have not seen the necessary improvements in your output.

Specifically, the following issues persist:

- [Insert specific example of poor work/error]
- [Insert specific example of missed standard or deadline]
- [Insert impact on the team or project]

As previously outlined in your Performance Improvement Plan (PIP) dated [Date], the expected standards for your role are:

- [List specific expectation/metric 1]
- [List specific expectation/metric 2]

Please be advised that consistent high-quality work is a fundamental requirement of your position. Failure to demonstrate immediate and sustained improvement may result in further disciplinary action, up to and including termination of employment.

We are committed to helping you succeed. We will schedule a follow-up meeting on [Date/Time] to review your progress. In the meantime, if you require additional clarification or resources, please reach out immediately.

Sincerely,

[Manager Signature]

[Manager Name]
[Manager Title]

Acknowledgment of Receipt:

I acknowledge that I have received this letter and understand the seriousness of the concerns raised.

Employee Signature: _____ Date: _____