[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Formal Warning Regarding [Performance/Conduct] Issue

Dear [Employee Name],

This letter serves as a formal warning regarding your continued [performance/conduct] issues, specifically concerning [describe specific issue].

This matter has been brought to your attention on previous occasions. We are referencing the following prior warnings:

- **Verbal Warning:** Issued on [Date] by [Supervisor Name] regarding [Topic].
- **Written Warning:** Issued on [Date] regarding [Topic].

Despite these previous discussions and warnings, there has not been sufficient or sustained improvement. Specifically, [describe the most recent incident or ongoing failure to improve].

Immediate and sustained improvement is required in the following areas: [List requirements].

Please be advised that failure to rectify this behavior or meet the required standards may result in further disciplinary action, up to and including termination of employment.

We remain committed to supporting your improvement. If you have any questions regarding the expectations set forth, please contact [Name/HR] immediately.

Sincerely,

[Your Signature]
[Your Name]
[Your Title]

Acknowledgment of Receipt:

I acknowledge that I have received a copy of this warning and that its contents have been explained to me.

_____
Employee Signature

_____
Date