

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Job Title]

Subject: FINAL WRITTEN WARNING REGARDING PERFORMANCE

Dear [Employee Name],

This letter serves as a formal final warning regarding your ongoing performance concerns. Despite previous discussions and the warning(s) issued on [Dates of previous warnings], your performance has not improved to the required standard.

Specifically, the following areas of concern remain unresolved:

- [Detail specific performance issue 1]
- [Detail specific performance issue 2]
- [Reference missed targets or failed KPIs]

Required Improvements:

To remain employed with [Company Name], you must demonstrate immediate and sustained improvement in the following areas:

- [List specific, measurable action item 1]
- [List specific, measurable action item 2]

Support Provided:

We have previously provided [List training/mentoring/resources]. We remain available to discuss any further support you may need during this final period.

Consequences:

This is your final warning. Your performance will be monitored closely over the next [Number] days. Failure to meet and maintain the required performance standards by [Date] 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 permanent personnel file.

Sincerely,

[Manager Signature]

[Manager Name]

[Manager Title]

Employee Acknowledgment:

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

[Employee Signature]

[Date]