

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Job Title]

From: [Manager Name/HR Department]

Subject: FINAL PERFORMANCE IMPROVEMENT WARNING

Dear [Employee Name],

This letter serves as a formal final warning regarding your ongoing performance concerns. Despite previous discussions and the Performance Improvement Plan (PIP) initiated on [Date of Initial Warning/PIP], your performance has not reached the required standards for your role.

Specifically, the following areas remain unsatisfactory:

- [Specific Performance Issue 1]
- [Specific Performance Issue 2]
- [Specific Performance Issue 3]

To avoid termination of your employment, you must demonstrate immediate and sustained improvement in the following areas by [Deadline Date]:

- [Specific Goal/Metric to be achieved]
- [Specific Goal/Metric to be achieved]

We will meet weekly during this final period to review your progress. Please understand that this is your final warning. Failure to meet and maintain all performance requirements by the date specified above will result in the immediate termination of your employment with [Company Name].

Please sign below to acknowledge that you have received this letter and understand the consequences of failing to improve.

Sincerely,

[Manager Signature]

[Manager Name]

Employee Acknowledgment:

I acknowledge that I have received this final warning and understand that my employment is at risk if my performance does not improve immediately.

[Employee Signature]

[Date]