

**Date:** [Insert Date]

**To:** [Employee Name]

**Position:** [Job Title]

**Subject: FINAL PROBATIONARY WARNING**

Dear [Employee Name],

This letter serves as a formal final warning regarding your performance and/or conduct during your probationary period. Despite previous discussions and feedback provided on [Date of previous meeting/warning], your performance has not reached the required standard expected for this role.

Specifically, the following areas remain unsatisfactory:

- [Description of specific issue 1]
- [Description of specific issue 2]
- [Description of specific issue 3]

Your probationary period is currently scheduled to end on [Date]. We are extending/continuing this period until [New Date, if applicable] to allow for a final evaluation. During this time, you must demonstrate immediate and sustained improvement in the areas listed above.

The following support/training will be provided to assist you: [List resources].

Please be advised that this is your final warning. Failure to meet the required standards of performance or conduct by [Final Review Date] will result in the termination of your employment.

A meeting has been scheduled for [Date and Time] to review your progress. If you have any questions regarding this letter, please discuss them with me immediately.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

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**Employee Acknowledgment:**

I acknowledge that I have received this warning and understand the consequences if my performance does not improve.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_