

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Job Title]

From: [Manager Name]

Subject: Second Written Warning for Poor Performance

Dear [Employee Name],

This letter serves as a formal second written warning regarding your continued failure to meet the performance standards required for your position. This follows our previous meeting on [Date of First Warning] and the subsequent first written warning issued on [Date].

Despite the support and training provided since our last discussion, the following performance issues persist:

- [List specific performance issue 1]
- [List specific performance issue 2]
- [List specific performance issue 3]

As discussed, the following improvements must be achieved by [Date of Next Review]:

- [List specific, measurable goal 1]
- [List specific, measurable goal 2]

We will continue to monitor your performance closely. Please be advised that failure to demonstrate immediate and sustained improvement may result in further disciplinary action, up to and including termination of your employment.

If you have any questions regarding these expectations or require additional assistance, please contact me immediately.

Sincerely,

[Signature]

[Manager Name]

[Manager Title]

Employee Acknowledgment:

I acknowledge that I have received this warning and have discussed it with my manager.

Employee Signature: _____ Date: _____