

**Date:** [Insert Date]

**To:** [Employee Name]

**Position:** [Employee Job Title]

**From:** [Manager Name]

**Subject:** Second Written Warning for Failure to Meet Performance Targets

Dear [Employee Name],

This letter serves as a formal second written warning regarding your continued failure to meet the performance targets required for your role. Despite the initial written warning issued on [Date of First Warning] and the subsequent support provided, your performance remains below the expected standards.

Specifically, you have failed to achieve the following targets:

- [Target 1: Description of goal and actual result]
- [Target 2: Description of goal and actual result]

During our meeting on [Date of Meeting], we discussed the barriers to your performance. While we have provided [mention training/resources/mentorship], we have not seen the necessary improvement in your output.

To avoid further disciplinary action, you are required to achieve the following by [Deadline Date]:

- [Specific, measurable goal to be reached]
- [Requirement for consistency/quality]

We will continue to monitor your progress closely. Please be advised that failure to demonstrate immediate and sustained improvement may lead to further disciplinary measures, up to and including termination of employment.

Please sign below to acknowledge that you have received and understood this warning.

Sincerely,

[Manager Signature]

[Manager Printed Name]

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**Employee Acknowledgment:**

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

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