Date: [Date]

To: [Employee Name]

Position: [Job Title]

From: [Manager Name]

Subject: Final Written Warning for Poor Work Performance

Dear [Employee Name],

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

Performance Deficiencies:

Specific areas where your performance remains unsatisfactory include:

- [Description of specific performance issue 1]
- [Description of specific performance issue 2]
- [Failure to meet specific KPIs or deadlines]

Required Improvements:

To continue your employment with [Company Name], you must demonstrate immediate and sustained improvement in the following areas:

- [Expected standard 1]
- [Expected standard 2]
- [Completion of specific tasks/training]

Timeline and Support:

Your performance will be monitored closely over the next [Number] days. We will meet on [Date] to review your progress. [Optional: Mention any resources or training provided].

Consequences:

Please understand that this is your final warning. Failure to achieve and maintain the required performance standards will result in further disciplinary action, up to and including termination of your employment.

Please sign below to acknowledge that you have received this letter and understand its contents.

Sincerely,

_____
[Manager Signature]

Employee Acknowledgment:

_____
[Employee Signature]

Date: _____