

Date: [Insert Date]

To: [Employee Name]

From: [Manager/HR Name]

Subject: Last Chance Agreement - Performance Improvement

Dear [Employee Name],

This letter serves as a formal Last Chance Agreement regarding your ongoing performance issues. Despite previous coaching and disciplinary actions, your performance continues to fall below the required standards for your role as [Job Title].

Performance Deficiencies:

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

Requirements for Improvement:

Effective immediately, you must meet and maintain the following expectations:

- [Specific, measurable goal 1]
- [Specific, measurable goal 2]
- [Specific, measurable goal 3]

Duration and Evaluation:

This agreement will be in effect for [Number] days, ending on [End Date]. Your performance will be reviewed on a weekly basis. However, failure to show immediate and consistent improvement at any point during this period may result in immediate termination.

Terms of Agreement:

By signing this document, you acknowledge that this is your final opportunity to retain your employment. Failure to comply with the terms outlined above, or any further violation of company policy, will lead to the termination of your employment with [Company Name].

Please sign below to indicate your understanding and acceptance of these terms.

Employee Signature

Date

Manager/HR Signature

Date