Date: [Insert Date]

To: [Employee Name]
Job Title: [Job Title]
Employee ID: [Employee ID]

Subject: Final Written Warning for Performance Issues

Dear [Employee Name],

This letter serves as a formal final warning regarding your continued failure to meet the performance standards required for your position. Despite previous discussions and the warning issued on [Date of Previous Warning], your performance has not improved to an acceptable level.

The specific areas where your performance remains unsatisfactory include:

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

To date, the following support and training have been provided to assist you: [List training or resources provided].

Effective immediately, you are required to achieve the following objectives within the next [Number] days:

1. [Clear, measurable goal 1]
2. [Clear, measurable goal 2]
3. [Clear, measurable goal 3]

Please be advised that this is your final warning. Your performance will be monitored closely during this period. Failure to demonstrate immediate and sustained improvement in your job performance will result in further disciplinary action, up to and including termination of your employment.

We remain committed to helping you succeed, and we encourage you to discuss any obstacles you face with your manager immediately.

Sincerely,

[Your Name]
[Your Title]
[Company Name]

Acknowledgment of Receipt:

I acknowledge that I have received this letter and understand its contents.

_____
Employee Signature

_____
Date