

Date: [Date]

To: [Employee Name]

Position: [Job Title]

From: [Manager Name]

Subject: Second Formal Written Warning for Poor Work Performance

Dear [Employee Name],

This letter serves as a second formal written warning regarding your continued poor work performance. On [Date of First Warning], we met to discuss your performance deficiencies and established a Performance Improvement Plan (PIP). However, since that time, the required improvements have not been met.

Summary of Performance Issues:

- [Detail specific area of concern 1]
- [Detail specific area of concern 2]
- [Reference specific missed deadlines, errors, or failed KPIs]

Previous Discussions:

On [Date of most recent meeting], we discussed these ongoing issues. At that time, you were provided with [mention any training or support offered]. Despite these efforts, your performance remains below the expected standards for your role.

Required Improvements:

To meet the requirements of your position, you must immediately demonstrate the following:

- [Specific improvement goal 1]
- [Specific improvement goal 2]

Consequences:

Your performance will be closely monitored over the next [Number] days. Please be advised that failure to show immediate and sustained improvement in the areas mentioned above may result in further disciplinary action, up to and including termination of your employment.

A copy of this warning will be placed in your personnel file.

Sincerely,

[Manager Signature]

[Manager Printed Name]

Employee Acknowledgment:

I acknowledge that I have received this warning and have had the opportunity to discuss its contents with my manager.

Employee Signature: _____ Date: _____