

Date: [Date]

To: [Employee Name]

Position: [Employee Job Title]

From: [Manager Name/HR Representative]

Subject: Second Formal Written Warning

Dear [Employee Name],

This letter serves as a second formal written warning regarding your continued violation of company policy, specifically [Name of Policy, e.g., Attendance, Code of Conduct, IT Usage].

On [Date of First Warning], you were issued a first formal warning regarding [Description of First Incident]. Despite this previous notification, it has been noted that the following incident occurred on [Date of New Incident]:

[Detailed description of the specific policy violation and how it occurred].

Your failure to adhere to company policies is a serious matter. This behavior impacts the team's productivity and violates the standards expected of all employees at [Company Name].

Required Corrective Action:

Immediate and sustained improvement is required. You must [Specific actions the employee must take to rectify the behavior]. Failure to comply with these expectations or any further violations of company policy will lead to further disciplinary action, up to and including termination of employment.

Review Period:

Your performance and adherence to this policy will be closely monitored for the next [Number] days. We will meet again on [Date] to review your progress.

Please sign below to acknowledge that you have received this letter and understand the consequences of further policy violations.

Sincerely,

[Manager Signature]

[Manager Name and Title]

Employee Acknowledgment:

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

Signature: _____ Date: _____