

**Date:** [Insert Date]

**To:** [Employee Name]

**Position:** [Employee Job Title]

**From:** [Manager Name]

**Subject:** Second Formal Written Warning: Failure to Meet Performance Objectives

Dear [Employee Name],

This letter serves as a second formal written warning regarding your ongoing failure to meet the performance objectives required for your role. This follows our previous formal warning issued on [Date of First Warning] and our subsequent review meeting held on [Date of Review Meeting].

Despite the support and resources provided, your performance continues to fall below the expected standards in the following areas:

- [Objective/Metric 1]: [Describe the gap between target and actual result]
- [Objective/Metric 2]: [Describe the gap between target and actual result]

During our meeting on [Date], we discussed your Performance Improvement Plan (PIP). To date, the following improvements have not been achieved: [List specific missed milestones].

**Expectations:**

You are required to demonstrate immediate and sustained improvement. Specifically, you must achieve the following by [Deadline Date]:

- [Clear, measurable goal 1]
- [Clear, measurable goal 2]

**Consequences:**

Please be advised that failure to meet these objectives within the specified timeframe may lead to further disciplinary action, up to and including termination of your employment.

We will meet again on [Date of Next Review] to evaluate your progress. If you require further clarification or additional tools to succeed, please contact me immediately.

Sincerely,

[Manager Signature]

[Manager Name]  
[Title]

**Employee Acknowledgment:**

I acknowledge that I have received this warning and understand the contents.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_