

[Company Name]
[Company Address]
[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Final Written Warning - Failure to Complete Performance Improvement Plan

Dear [Employee Name],

This letter serves as a formal final written warning regarding your ongoing job performance. As you are aware, you were placed on a Performance Improvement Plan (PIP) on [Start Date] which was scheduled to conclude on [End Date].

During our review meeting on [Meeting Date], we discussed your progress. Despite the support and resources provided, you have failed to meet the objectives outlined in the PIP, specifically in the following areas:

- [Metric/Task 1: Describe the failure]
- [Metric/Task 2: Describe the failure]

Your performance remains below the required standards for your role. Consequently, this final warning is being issued. Please be advised that immediate and sustained improvement is required.

We will continue to monitor your output over the next [Number] days. Failure to show significant and consistent improvement, or any further decline in performance, will result in further disciplinary action, up to and including the termination of your employment.

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

Please sign below to acknowledge that you have received and understood this letter.

Sincerely,

[Manager Name]
[Manager Title]

Employee Acknowledgment:

Signature: _____ Date: _____