Date: [Insert Date]

To: [Employee Name]

From: [Manager Name]

Subject: Final Written Warning: Unsatisfactory Performance Review Follow-Up

Dear [Employee Name],

This letter serves as a formal final warning regarding your continued unsatisfactory job performance. This follows our previous performance reviews and discussions held on [Date of Previous Meeting] and [Date of Second Meeting], during which we identified specific areas requiring immediate improvement.

Despite the support and training provided to date, your performance has not reached the required standards. Specifically, you have failed to meet the following expectations:

- [Insert specific performance issue or missed KPI]
- [Insert specific performance issue or missed KPI]

As discussed today, you are required to demonstrate immediate and sustained improvement in the following areas:

- [Insert specific required action/objective]
- [Insert specific required action/objective]

We will monitor your performance closely over the next [Number] days, ending on [Review End Date]. During this period, we will meet weekly to discuss your progress.

Please be advised that this is a final warning. Failure to show significant and consistent improvement by the end of this period, or any further decline in performance, will result in further disciplinary action, up to and including the termination of your employment.

Please sign below to acknowledge that you have received this letter and understand the potential consequences of failing to meet the requirements outlined above.

Sincerely,

[Manager Signature]

[Manager Name and Title]

Employee Acknowledgment:

I acknowledge that I have received this final warning and have discussed the contents with my manager.

Signature: _____ Date: _____