

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name]

Subject: Second Warning Letter: Unmet Productivity Metrics

Dear [Employee Name],

This letter serves as a formal second warning regarding your continued failure to meet the required productivity metrics for your role as [Job Title].

On [Date of First Warning], we met to discuss your performance. At that time, you were informed that your output was below the departmental standard. Since that meeting, your performance has been monitored, and the following gaps remain:

- **Required Metric:** [Describe required output, e.g., 50 tickets per week]
- **Current Output:** [Describe actual output, e.g., 35 tickets per week]

Despite the support and feedback provided, you have not reached the targets established in your Performance Improvement Plan. Consistent productivity is essential for the operations of the team.

You are required to reach and maintain the target metrics immediately. Failure to show significant and sustained improvement by [Date] may lead to further disciplinary action, up to and including termination of employment.

We remain committed to helping you succeed. Please reach out if you require further clarification on these expectations.

Sincerely,

[Manager Signature]

[Manager Name]

[Department]

Employee Acknowledgment:

I acknowledge that I have received this warning and understand the expectations outlined above.

Signature: _____ Date: _____