

Date: [Insert Date]

To: [Employee Name]

Position: [Job Title]

Subject: Final Written Warning for Persistent Target Shortfalls

Dear [Employee Name],

This letter serves as a formal Final Written Warning regarding your continued failure to meet the performance targets required for your role. Despite previous discussions and the [First Warning/Performance Improvement Plan] issued on [Date], your performance remains below the expected standards.

Summary of Performance Shortfalls:

- Current Performance: [Detail current numbers/stats]
- Required Target: [Detail required numbers/stats]
- Review Period: [Dates of performance period]

As discussed during our meeting on [Meeting Date], your inability to meet these objectives has a direct impact on the team's overall productivity and the company's goals.

Required Improvements:

You are required to achieve [Specific Target] by [Deadline Date]. This performance must be maintained consistently moving forward. We will continue to provide support through [Mention specific support, e.g., weekly check-ins or training].

Consequences:

Please be advised that this is a Final Written Warning. Failure to meet and sustain the required performance levels within the specified timeframe will lead to further disciplinary action, which may include termination of your employment.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

I acknowledge that I have received this warning and understand the consequences of failing to meet the performance requirements.

Signature: _____ Date: _____