

Date: [Date]

To: [Employee Name]

From: [Manager Name]

Subject: Escalated Warning: Continued Failure to Meet Output Metrics

Dear [Employee Name],

This letter serves as a formal escalated warning regarding your continued inability to meet the required output metrics for your role as [Job Title]. Despite previous discussions and the initial warning issued on [Date of Previous Warning], your performance remains below the established department standards.

Performance Deficiency:

Specifically, your output has consistently failed to meet the following targets:

- [Metric 1]: Required: [Target] / Your Actual: [Result]
- [Metric 2]: Required: [Target] / Your Actual: [Result]

Previous Support and Observations:

Since our last meeting, we have provided [List Support, e.g., additional training/mentorship]. However, we have not observed the necessary improvement in productivity or volume of work required for this position.

Required Improvement:

Effective immediately, you are required to reach and maintain 100% of your output targets. This performance must be sustained consistently. Your progress will be monitored daily/weekly by [Manager Name].

Consequences:

Failure to demonstrate immediate and sustained improvement in your output metrics will result in further disciplinary action, up to and including termination of your employment.

Please sign below to acknowledge that you have received this warning and understand the expectations set forth.

Employee Signature

Date

cc: Human Resources