

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Job Title]

Department: [Department Name]

Subject: PRE-TERMINATION WARNING: UNRESOLVED METRIC DEFICIENCIES

Dear [Employee Name],

This letter serves as a formal pre-termination warning regarding your continued failure to meet the required performance metrics for your role. Despite previous discussions and the Performance Improvement Plan (PIP) initiated on [Date], your performance remains below the company's acceptable standards.

Specifically, the following metric deficiencies persist:

- **Metric 1:** [Insert Metric Name] - Current Result: [Insert Result] / Required Goal: [Insert Goal]
- **Metric 2:** [Insert Metric Name] - Current Result: [Insert Result] / Required Goal: [Insert Goal]
- **Metric 3:** [Insert Metric Name] - Current Result: [Insert Result] / Required Goal: [Insert Goal]

We have provided the following support and resources to assist you, yet we have not seen the necessary sustained improvement:

- [List Training, Coaching, or Resources provided]

Please be advised that this is a final warning. You are required to reach and maintain the target metrics immediately. Failure to show significant and consistent improvement by [Date] will result in further disciplinary action, up to and including the termination of your employment.

We remain committed to your success, but the operational requirements of the department must be met. If there are external factors affecting your performance that you have not yet disclosed, please bring them to the attention of Human Resources immediately.

Please sign below to acknowledge receipt of this warning.

Sincerely,

[Manager Name]

[Manager Title]

Acknowledgment of Receipt:

Employee Signature: _____ Date: _____