

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Job Title]

Department: [Department Name]

Subject: FINAL WRITTEN WARNING - UNSATISFACTORY WORK QUALITY

Dear [Employee Name],

This letter serves as a formal final warning regarding your continued failure to meet the required standards of work quality for your position. Despite previous discussions and warnings issued on [Date of Verbal Warning] and [Date of First Written Warning], your performance has not shown the necessary sustained improvement.

The specific areas where your work quality remains unsatisfactory include:

- [Insert specific example 1, e.g., High error rate in monthly reports]
- [Insert specific example 2, e.g., Failure to follow quality control protocols]
- [Insert specific example 3, e.g., Inaccurate data entry resulting in project delays]

Performance Expectations:

Moving forward, you are expected to:

- [Insert expectation 1, e.g., Ensure all reports are 100% error-free before submission]
- [Insert expectation 2, e.g., Complete the Quality Assurance checklist for every task]
- [Insert expectation 3, e.g., Attend a mandatory retraining session on (Date)]

Consequences:

Please be advised that this is your final warning. We will monitor your performance closely over the next [Number] days. Failure to immediately improve and maintain a satisfactory level of work quality will result in further disciplinary action, up to and including termination of your employment.

If you require further clarification or support to meet these standards, please contact me immediately.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

I acknowledge that I have received this final warning and understand the consequences of failing to improve my work quality.

[Employee Signature]

Date: _____