

Final warning for performance issues

Subject: Final Warning – Unsatisfactory Job Performance

Dear [Employee's Name],

We have reviewed your performance over the past [time period], and unfortunately, it continues to fall below the required standards. Despite receiving feedback and support, there has been insufficient improvement in [specific performance areas].

This letter serves as your last warning. You are expected to make immediate and consistent improvements. Failure to meet the required performance standards will leave us with no choice but to consider termination.

We urge you to treat this warning with utmost seriousness and take necessary corrective actions.

Regards,

[Supervisor's Name]

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