

Final Warning Letter for Performance Issue

Subject: Final Warning Regarding Job Performance

Dear [Employee Name],

This letter serves as a final warning regarding your unsatisfactory job performance. Despite prior counseling and the issuance of a first warning on [date], your performance has not met the required standards.

Immediate and sustained improvement is expected. Failure to demonstrate measurable improvement may result in termination of employment. Please take this matter seriously and discuss any support you may require with your supervisor.

Sincerely,

[Your Name]

[Position]

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