

## Second Warning Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Today's Date]

[Employee's Name]

[Employee's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Second Warning Letter

Dear [Employee's Name],

I hope this letter finds you well. I am writing to address a matter of serious concern regarding your performance and conduct at [Company Name]. This is the second warning letter you are receiving, as a follow-up to our previous communication dated [Date of First Warning Letter].

As outlined in our initial warning letter, we brought specific issues to your attention regarding [briefly mention the issues discussed in the first warning letter, e.g., poor job performance, repeated tardiness, failure to meet deadlines, etc.]. Unfortunately, since the issuance of the first warning letter, we have observed little to no improvement in these areas.

As an employee of [Company Name], it is crucial that you adhere to company policies, meet performance expectations, and maintain a professional attitude at all times. Your performance directly impacts the overall success of our organization, and we expect every team member to contribute their best effort.

Despite our previous efforts to support you in overcoming the challenges, we have not witnessed a

significant improvement in your performance. The following areas continue to be of concern:

1. [Specify the first ongoing performance or conduct issue]
2. [Specify the second ongoing performance or conduct issue]
3. [Specify any additional ongoing performance or conduct issues]

Furthermore, on [date of recent incident], we became aware of [describe the most recent incident, if applicable]. This incident is particularly troubling as it demonstrates a lack of professionalism and adherence to company values.

As a result of your continued underperformance and conduct issues, we are left with no choice but to escalate the disciplinary action. Therefore, effective immediately, the following measures will be implemented:

1. [Specify the consequences, e.g., additional training, increased supervision, etc.]
2. [Any other appropriate measures]

Please be advised that this warning places your continued employment at [Company Name] in jeopardy. We strongly urge you to take this matter seriously and use this opportunity to rectify your performance and conduct.

To support you in your improvement, we are willing to offer the following resources:

1. [Specify any additional training or resources provided]
2. [Any other support offered]

We expect to see immediate and sustained improvement in your performance and conduct. It is essential that you take this warning as a final opportunity to rectify the situation.

You are required to acknowledge receipt of this letter by signing and returning a copy to the Human Resources department by [deadline for acknowledgment, typically within a few days]. If you wish to discuss any concerns or have questions about this letter, please contact your supervisor or the HR department at [HR contact details].

Please understand that we value all our employees and are committed to creating a positive work environment for everyone. However, continued failure to meet performance expectations and uphold

our company's values will result in further disciplinary action, which may include termination of employment.

We sincerely hope that you will seize this opportunity to improve and strive to meet the company's expectations. We are willing to work with you to help you succeed in your role, but ultimately, the responsibility for improvement lies with you.

Sincerely,

[Your Name]

[Your Title]

[Company Name]