

Official notice following first warning

Subject: Second Warning Regarding Conduct/Performance

Dear [Employee Name],

Following our previous discussion and the initial warning issued on [First Warning Date], this letter serves as a second formal warning regarding your [specific issue, e.g., tardiness, incomplete tasks, misconduct].

It is imperative that immediate improvement is observed. Continued failure to meet expectations may result in further disciplinary action, up to and including termination.

Please acknowledge receipt of this letter and arrange a meeting with your manager to discuss corrective steps.

Sincerely,

[Manager Name]

[Title]

[Company Name]

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