

Strong emphasis on seriousness of the warning

Subject: Second Formal Warning

Dear [Employee Name],

This correspondence serves as a second formal warning regarding your ongoing [behavior/performance issue]. Despite prior notification and guidance provided on [First Warning Date], the problem persists.

Immediate corrective action is required to avoid escalation, which may include termination. Please review this matter seriously and take necessary steps to rectify your performance.

Sincerely,

[Manager Name]

[Title]

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