

Detailed performance-focused warning

Subject: Second Warning for Performance Concerns

Dear [Employee Name],

Following the initial warning on [First Warning Date], this second warning addresses your continued underperformance in [specific area].

You are required to improve your performance by [specific timeline]. Failure to do so may result in further disciplinary measures.

Please acknowledge receipt of this letter and schedule a discussion with your supervisor to outline an improvement plan.

Sincerely,

[Manager Name]

[Title]

[Company Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/second-warning-letter>