

Encouraging yet formal warning

Subject: Second Warning and Guidance

Dear [Employee Name],

We value your contribution to [Company Name]; however, your continued [specific issue] has necessitated this second warning. Our intention is to support your improvement and help you succeed in your role.

Please consider this letter seriously and work on the corrective measures discussed. We are here to assist you in achieving the expected standards.

Warm regards,

[Manager Name]

[Title]

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