**#Date#**

To,

**#\*firstname\*# #\*lastname\*#**

Subject: Final Warning Notice for Performance Issues

On **#formal warning date#**, you were placed on *Formal Warning* due to **#lack of performance or unachieved targets or unmet goals#**. Previously, you were placed on *Informal Verbal Warning* for the same issue as well. At that time, you were clearly informed of our expectations for your performance at work and the need to improve the same. We discussed the negative impact of your poor performance on your own productivity and others workload as well. Despite these warnings, youve not shown any noticeable improvement since the last discussion about this matter.

As a result of your repeated performance issues in spite of previous intimations for improvements, you are now being placed on *Final Warning*. During the next **#observation period in months or weeks or days#**, you will be ineligible for any paid leaves, salary increases, promotions or transfers, and you will be expected to catch up on lost time and get up to speed with performance expectations which are set for you. Failure to show immediate and sustained performance improvement will result in immediate termination.

We are still ready and willing to assist you to meet the set performance expectations which your position demands. Please do let us know if there are any obstacles preventing you from meeting your goals.

On behalf of **#\*companyname\*#**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**#Signing Authority Name#**

**#Signing Authority Designation#**

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_