

Date:

Dear <<<employee name>>>,</p></div>
<div data-bbox="142 222 853 266" data-label="Text"><p>The problem of your unacceptable/poor performance / conduct, of which you were previously warned, appears to continue.</p></div>
<div data-bbox="142 299 854 396" data-label="Text"><p>In accordance with the high standards expected of employees by this organization, I have no alternative but to inform you that if there is not a substantial improvement in the next three months, further action will have to be taken which could include the termination of your services.</p></div>
<div data-bbox="142 430 584 475" data-label="Text"><p>We suggest the following as a method of improvement:  
(Mention the relevant suggestions)</p></div>
<div data-bbox="142 508 228 526" data-label="Text"><p>Sincerely,</p></div>
<div data-bbox="142 595 315 605" data-label="Text"><p>.....</p></div>
<div data-bbox="142 612 462 654" data-label="Text"><p><<<<Name of the HR Manager>>>><br>HR Manager</p></div>
<div data-bbox="142 912 494 939" data-label="Page-Footer"><p>FINAL WARNING LETTER<br>This Template Downloaded from <a href='\"></p></div>