To Date:
Employee name,
Employee ID,
Designation,
Department.

Sub: Regarding poor performance in work.

Dear Mr./Ms. **[Employee name]**,

This letter should serve as an official warning to you. After several discussions and attempts, we haven't noticed any progress in your performance in the work.

This should be a final warning, and if we don't see any development in your performance in the next **30 days** then you will be terminated from your employment without any further notice.

Please contact the human resource department for any further queries and sign a copy of this letter as an acknowledgment of this matter.

Sincerely,
Officer name,
Designation.