SECOND-STEP WARNING

Date:

From:

To:

Subject: Performance

The purpose of this form is to document the performance issues that we discussed during our weekly meeting on {Date}, when you were given a first‑step warning.

The following are the performance issues that still need correcting:

Expected changes in performance:

You will meet with the manager weekly to review your progress. Failure to meet any of these standards at any time during the warning period will result in immediate termination. This warning will cover a period of 30 days.

Employee/Title/Date

Manager /Title/Date

**\*we are an at-will, equal opportunity employer\***