third-step warning

Date:

To:

From:

Subject: Performance

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

The following are the performance issues that still need correcting:

Expected change in performance:

Failure to meet any of these standards will result in immediate termination.

Employee/Title/Date

Manager/Title/Date

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