Date:

Dear <<employee name>>,

The problem of your unacceptable/poor performance / conduct, of which you were previously warned, appears to continue.

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.

We suggest the following as a method of improvement:
(Mention the relevant suggestions)

Sincerely,

…………………..

<<Name of the HR Manager>>>
HR Manager