

Final Warning Letter

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee ID: [Insert Employee ID]

Department: [Insert Department]

Dear [Employee Name],

This letter serves as a final warning regarding your recent violations of company policy.

On [insert dates of previous infractions], it has been noted that you have violated the following policies:

- [Description of Policy Violation]
- [Description of Another Policy Violation]

Despite prior discussions and written warnings, there has been no significant improvement in your conduct. This letter is to inform you that any further violations may result in disciplinary action, up to and including termination of your employment.

We encourage you to take this matter seriously and make the necessary changes to comply with company policies. Should you have any questions or wish to discuss this further, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]