

# Final Warning Letter

**Date:** [Insert Date]

**To:** [Employee's Name]

**Position:** [Employee's Job Title]

**Department:** [Department Name]

**From:** [Your Name]

**Position:** [Your Job Title]

**Subject:** Final Warning for Serious Misconduct

Dear [Employee's Name],

This letter serves as a formal final warning regarding your recent conduct within the workplace, specifically concerning [describe the misconduct, e.g., insubordination, harassment, theft, etc.]. Despite previous discussions and warnings on [insert previous dates of warnings or discussions], there has been no significant improvement in your behavior.

The specific incident on [insert date of the incident] involved [provide details of the incident]. This behavior is unacceptable and goes against [Company Name]'s policies and values.

As a result of this serious misconduct, you are hereby issued this final warning. Further violations may result in disciplinary actions, up to and including termination of employment.

We encourage you to reflect on your behavior and take steps towards improvement. You are required to meet with [Supervisor/HR] on [insert date] to discuss this matter further and to outline a plan for your conduct moving forward.

Please acknowledge receipt of this letter by signing and returning the enclosed copy.

Sincerely,

[Your Name]

[Your Job Title]

[Contact Information]

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**Acknowledgment of Receipt:**

I, [Employee's Name], acknowledge receipt of this final warning letter.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_