

Final Warning Letter

Date: [Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Employee's Department]

From: [Manager's Name]

Subject: Final Warning Before Employment Termination

Dear [Employee's Name],

This letter serves as a final warning regarding your performance and conduct at [Company Name]. We have previously discussed our concerns on [date(s) of prior discussions/warnings], where we outlined the specific issues that require immediate improvement.

Despite our efforts to support you, we have observed continued deficiencies in your performance, including:

- [Specific issue 1]
- [Specific issue 2]
- [Specific issue 3]

It is crucial that you take this letter seriously. You are required to take immediate action to improve your performance. Failure to do so will result in the termination of your employment with [Company Name].

Please arrange a meeting with me by [specific date] to discuss this situation further and outline your plan for improvement.

Sincerely,

[Manager's Name]

[Manager's Position]

[Company Name]