

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

## **Subject: Urgent Non-Compliance Termination Warning**

Dear [Employee's Name],

This letter serves as a formal warning regarding your recent non-compliance with [specific company policies, procedures, or regulations]. After thorough investigation, it has been determined that your actions on [specific dates or incidents] are in violation of our established protocols.

Specifically, [describe the violations and any previous warnings or meetings]. Your failure to adhere to these policies jeopardizes the integrity of our work environment and responsibilities.

Please consider this letter as your final warning. If the non-compliance continues, we will be forced to terminate your employment effective [specific date]. We strongly encourage you to take immediate corrective action to rectify this situation.

Should you wish to discuss this matter further, please do not hesitate to contact [Supervisor's Name] at [contact information].

We hope that you will take this opportunity to address the issues at hand.

Sincerely,

[Your Name]

[Your Title]

[Your Company]