

Warning of Termination Due to Non-Adherence

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Employee's Department]

From: [Manager's Name]

Subject: Warning of Termination Due to Non-Adherence

Dear [Employee's Name],

This letter serves as a formal warning regarding your ongoing non-adherence to company policies and performance standards. Despite previous discussions and written notices regarding this matter, there has been insufficient improvement in your behavior.

Specifically, we have noted the following instances of non-adherence:

- [Specific instance 1]
- [Specific instance 2]
- [Specific instance 3]

As discussed in our last meeting on [Insert Date], failure to comply with the company policies may result in further disciplinary actions, up to and including termination of employment.

You have a [number] day period from the date of this letter to address these issues positively. Please consider this notice seriously as it could be your final warning.

Should you have any questions or wish to discuss this matter further, do not hesitate to contact me directly.

Sincerely,

[Manager's Name]
[Manager's Title]
[Company Name]