

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Final Warning and Notice of Termination

We are writing to formally address a serious concern regarding your performance and compliance with company policies. Despite previous discussions and warnings, there has been no noticeable improvement in your adherence to the standards expected of you in your role.

As previously communicated in our meetings on [Insert Dates of Previous Discussions], your failure to [specific issues, e.g., comply with attendance policy, meet deadlines, etc.] has not met the expectations set forth by our organization. This behavior is in violation of [Insert Relevant Policies or Rules], which requires immediate correction.

This letter serves as a final warning. You are expected to [outline specific corrective actions they must take] immediately. Failure to demonstrate significant improvement by [Insert Deadline Date] will result in termination of your employment with [Company Name].

Should you have any questions regarding this matter, please feel free to reach out to [Supervisor/HR contact name] at [Contact Information].

Regrettably, if no improvement is observed, we will proceed with termination effective [Insert Termination Date].

We hope that you take this warning seriously and make the necessary changes to align with company expectations.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]