

# Final Employee Warning Notice

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee ID: [Insert Employee ID]

Department: [Insert Department]

Dear [Employee Name],

This letter serves as a formal notification of a final warning regarding your performance and conduct at work. Despite previous discussions and warnings on [insert dates of previous warnings], we have not seen adequate improvement in your behavior and performance.

Specifically, the following issues have been observed:

- [Insert specific issue 1]
- [Insert specific issue 2]
- [Insert specific issue 3]

Please be advised that if these issues are not addressed immediately, further disciplinary action, up to and including termination of employment, may be taken.

To assist you, we suggest the following steps:

- [Insert suggested action 1]
- [Insert suggested action 2]
- [Insert suggested action 3]

You are required to meet with [Manager/Supervisor's Name] on [Insert date] to discuss this matter further and develop an action plan for improvement.

We hope you take this warning seriously and take immediate actions toward improving your performance.

Sincerely,

[Your Name]

[Your Title]

[Company Name]