

# Termination Warning Letter

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

This letter serves as a formal warning regarding your continued failure to comply with the terms of your employment and company policies. Despite previous communications and attempts to address these issues, we have not seen the necessary improvement in your performance and conduct.

As per our records, we have documented the following incidents:

- [Incident 1 Description]
- [Incident 2 Description]
- [Incident 3 Description]

We would like to remind you that failure to rectify these issues may lead to further disciplinary actions, up to and including termination of your employment. This is your final warning, and we urge you to take this matter seriously.

Please be advised that if there is no significant improvement by [insert date], we will have no choice but to consider judicial action, which will include the termination of your employment.

We are hopeful that you will take the necessary steps to improve and avoid further action. Please confirm receipt of this letter by signing and returning a copy.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]