

Final Warning Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

This letter serves as a final warning regarding your performance and conduct at [Company Name]. Despite previous discussions and warnings on [insert dates of prior warnings], we have not observed the necessary improvements.

[Specify the issues, e.g., attendance, performance, misconduct]

Please be advised that failure to rectify these issues will lead to further disciplinary action, which may include termination of your employment with [Company Name]. You are expected to demonstrate immediate and sustained improvement.

We encourage you to take this warning seriously and seek assistance if needed. A meeting has been scheduled on [insert date] to discuss your performance further.

Thank you for your attention to this serious matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]