

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Final Warning Letter

We are writing to formally notify you that despite previous discussions and warnings regarding your repeated offenses, there has been no noticeable improvement in your behavior. This letter serves as a final warning regarding the following issues:

1. **[Describe the first offense: date(s), nature of the offense]**
2. **[Describe the second offense: date(s), nature of the offense]**
3. **[Describe any additional offenses if applicable]**

We have previously addressed these concerns in meetings on [dates of previous meetings/warnings], where we provided guidance and support to help you improve. Unfortunately, your continued failure to adhere to company policies has not only affected your performance but also adversely impacted the team and workplace environment.

Please be advised that this is a final warning. It is crucial that you take immediate steps to correct your behavior. Failure to do so may result in further disciplinary action, up to and including termination of your employment.

We encourage you to take this matter seriously and make the necessary changes to align with company expectations. Should you require assistance, we are willing to provide resources to support your improvement.

Please sign and return the enclosed acknowledgment of this warning by [specific date].

Sincerely,

[Your Name]

[Your Title]

[Your Company]

Enclosure: Acknowledgment of Final Warning Letter

Acknowledgment of Final Warning Letter

I, [Employee's Name], acknowledge receipt of this final warning letter and understand its contents.

Signature: _____

Date: _____