

Final disciplinary warning

Subject: Final Warning Before Termination

Dear [Employee Name],

This is your final disciplinary warning. Despite prior warnings regarding [state issue], the problem has continued without sufficient improvement. Such repeated behavior is unacceptable and cannot be tolerated.

Unless immediate and sustained improvement is observed, termination of your employment will be the next step. This letter is a last opportunity to correct your conduct.

We strongly advise you to take this matter with the utmost seriousness.

Sincerely,

[Manager's Name]

[Title]

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