

Final Or Last Warning Letter To Employee

[Your Company's Letterhead]

[Date]

[Employee's Full Name]

[Employee's Job Title]

[Employee's Department]

[Employee's Address]

Dear [Employee's Name],

RE: Final Warning Letter

I hope this letter finds you well. We regret to inform you that, despite previous discussions and written warnings regarding your performance/behavior, there has been no significant improvement observed. As a result, we are left with no choice but to issue this final warning letter.

During your employment with [Company Name], we have made various efforts to support you in meeting the expected standards. We have discussed specific areas where improvement was needed, and you were provided with clear guidance and resources to help you achieve the desired level of performance/behavior.

However, our records indicate that the following issues persist:

[List specific performance/behavioral issues and instances where they occurred]

As an employee of our organization, it is essential that you adhere to our policies and fulfill your job responsibilities to the best of your abilities. Your actions not only impact your performance but also affect the overall productivity and morale of the team.

This final warning letter is a serious matter and signifies our last attempt to address the concerns. If there is no substantial improvement in your performance/behavior within [specific time period, e.g., 30 days] from the date of this letter, we will be forced to take more severe action, up to and including termination of your employment.

We encourage you to take this letter as an opportunity to reflect on your performance/behavior and

to seek assistance if needed. If there are any factors affecting your performance, please bring them to our attention, so we can explore ways to support you better.

Furthermore, we strongly recommend that you schedule a meeting with your immediate supervisor or the Human Resources department to discuss a performance improvement plan and set clear, achievable goals moving forward.

Please be aware that any future infractions, if not addressed promptly, will be met with the appropriate actions outlined in our company policies and procedures.

We genuinely value your contributions to the company and hope to see you succeed in your role.

However, the continuance of your employment is dependent on the improvements made during this probationary period.

If you have any questions or require further clarification, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]