

Official warning letter for breaking company rules

Subject: Final Warning for Policy Violation

Dear [Employee's Name],

It has been brought to our attention that you violated company policy on [specific policy] on [date].

You were previously warned about similar behavior, yet the violation has recurred.

Please understand that this is your final warning. Any future violation of company policies will result in termination of your employment. We expect you to strictly adhere to all organizational rules and regulations.

Sincerely,

[HR Manager's Name]

[Company Name]

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