

First And Final Warning Letter Template

[Your Name]

[Your Title/Position]

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Date]

[Recipient's Name]

[Recipient's Title/Position]

[Department/Division Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Subject: First and Final Warning Letter

Dear [Recipient's Name],

I hope this letter finds you well. It is with great concern that I address the issues that have come to our attention regarding your performance and conduct at [Company Name]. As an organization, we strive to maintain high standards of professionalism and productivity, and it is essential that all employees contribute positively to the success of the company.

The purpose of this letter is to formally bring to your attention the following areas of concern:

1. Performance Issues: Over the past [time period], there have been noticeable instances of subpar performance in your role. These issues include [specific examples of performance issues, e.g., missed deadlines, errors in work, decreased productivity].
2. Conduct Concerns: Additionally, we have received reports about your behavior that do not align with the expected standards of conduct at our company. This includes [specific examples of conduct concerns, e.g., unprofessional language, inappropriate behavior with colleagues, violation of

company policies].

We believe in providing our employees with ample opportunities to improve their performance and behavior. Therefore, this letter serves as a first and final warning. You are hereby informed that unless there is a significant and sustained improvement in your performance and conduct within the next [specified timeframe, e.g., 30 days], further disciplinary action, up to and including termination of employment, may be taken.

We understand that various factors may be affecting your performance, and we encourage you to discuss any challenges you are facing with your immediate supervisor or the HR department. Our priority is to support our employees in achieving their best potential and overcoming any obstacles they may encounter.

To assist you in your improvement, we have outlined the following steps:

1. A meeting will be scheduled with your immediate supervisor and the HR department to discuss the specific areas of concern in detail and to offer any necessary guidance or resources.
2. A performance improvement plan (PIP) will be developed, outlining the expectations for improvement and the timeframe within which progress will be evaluated.
3. You will be encouraged to seek assistance or training in areas where improvement is needed, and we will explore possibilities for mentorship or coaching if appropriate.
4. Regular follow-up meetings will be conducted to monitor your progress and provide feedback and support.

Please be aware that the company reserves the right to take further action if there is no satisfactory improvement within the specified timeframe. We genuinely hope that this warning will motivate you to make the necessary changes and become a valuable and contributing member of our team.

We believe that you have the potential to grow and succeed, and we are committed to helping you achieve that. However, your active participation and dedication to improvement are crucial.

This letter is an official document and will be placed in your employee file for future reference.

If you have any questions or concerns regarding this letter or the steps outlined above, please feel

free to contact me or the HR department at your convenience.

Sincerely,

[Your Name]

[Your Title/Position]

[Company Name]