

Serious Reprimand Prior to Dismissal

Subject: Final Reprimand and Notice of Possible Termination

Dear [Employee's Name],

This letter serves as a final warning regarding your continued failure to comply with company policies and standards. Despite previous reprimands on [dates], there has been no noticeable improvement in your performance and conduct.

We take these matters very seriously, and this letter represents your final opportunity to correct your behavior. If there is no immediate and sustained improvement, your employment will be terminated.

We encourage you to reflect on your commitment to this organization and take the necessary steps to align your conduct with expectations. Please contact HR within [time frame] if you wish to discuss this matter further.

Sincerely,

[Supervisor's Name]

[Title]

[Company Name]

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