

Final Warning for Repeated Alcohol-Related Misconduct

Subject: Final Warning for Alcohol-Related Misconduct

Dear [Employee Name],

This is your final warning regarding repeated incidents of alcohol consumption during working hours. Despite prior discussions and written warnings, there has been no noticeable improvement in your conduct.

Your continued disregard for company policy not only sets a poor example but also endangers workplace safety. The management has decided that any future violation will result in immediate termination of your employment.

Please acknowledge receipt of this letter and confirm your understanding of its contents. We urge you to seek professional help if needed to manage this issue responsibly.

Sincerely,

[Your Name]

[Designation]

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