

Repeated Violation Warning Letter

Subject: Final Warning for Repeated Policy Violation

Dear [Employee Name],

This letter serves as a final warning regarding repeated violations of company policies. Despite previous discussions and warnings, it has come to our attention that on [date], you again [describe behavior].

Continued failure to adhere to company standards will result in severe disciplinary measures, including possible termination.

We urge you to take immediate corrective action. Please meet with your supervisor by [date] to discuss this matter.

Sincerely,

[Manager Name]

[Position]

[Company Name]

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