

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Position: [Current Job Title]

Subject: FINAL WARNING AND NOTICE OF REASSIGNMENT/TRANSFER

Dear [Employee Name],

This letter serves as a formal final warning regarding your continued [performance/conduct] issues, specifically [briefly mention the issue, e.g., failure to meet sales targets / repeated tardiness]. Despite previous discussions and warnings dated [Date of Previous Warning], the required improvements have not been sustained.

Consequently, management has decided to reassign and transfer you to a different position/department to provide a fresh start and to ensure operational requirements are met. This transfer is effective as of [Effective Date].

Transfer Details:

- **New Position:** [New Job Title]
- **New Department:** [New Department Name]
- **New Supervisor:** [Supervisor Name]
- **Location:** [New Work Location/Office]

Please be advised that this is your **final warning**. Your performance and behavior will be closely monitored in your new role. Failure to demonstrate immediate and consistent improvement, or any further violations of company policy, will result in further disciplinary action, up to and including termination of employment.

You are required to report to [New Supervisor Name] at [Time] on [Start Date] at the new location. Please return any equipment or access keys related to your current role to [Department/Name] by [Date].

Please sign below to acknowledge receipt of this letter and your understanding of the terms of this transfer and final warning.

Sincerely,

[Manager Name]

[Title]

[Company Name]

Employee Acknowledgment:

I acknowledge that I have received this letter and understand that this is a final warning regarding my employment status.

[Employee Signature]

Date: _____