

Date: [Insert Date]

To: [Client Name]

Company: [Client Company Name, if applicable]

Address: [Client Address]

Subject: FINAL WRITTEN WARNING REGARDING INAPPROPRIATE CONDUCT

Dear [Client Name],

This letter serves as a formal final warning regarding your conduct during your interactions with our staff and organization. Despite our previous discussions and correspondence on [Date of Previous Warning/Discussion], there have been further instances of behavior that violate our professional standards and terms of service.

Description of Incidents:

On [Date], the following occurred: [Provide a brief, factual description of the inappropriate behavior, e.g., verbal abuse, harassment, or non-compliance with safety protocols].

Required Improvements:

We require an immediate and permanent cessation of the following behaviors:

- [Requirement 1, e.g., Use of professional language at all times]
- [Requirement 2, e.g., Adherence to communication protocols]
- [Requirement 3]

Consequences of Non-Compliance:

Please be advised that this is your final warning. Any further instances of inappropriate conduct or breach of our professional boundaries will result in the immediate termination of our business relationship and the cancellation of all current and future services without further notice.

We value our clients, but we must maintain a safe and respectful environment for our team. We hope to continue our professional relationship under these improved conditions.

Sincerely,

[Your Name]

[Your Title]

[Your Organization Name]

Acknowledgment:

I, [Client Name], acknowledge receipt of this final written warning.

Signature: _____ Date: _____