

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Job Title]

Subject: FINAL WARNING - Violation of Client Relationship Boundaries

Dear [Employee Name],

This letter serves as a formal final warning regarding your conduct concerning professional boundaries with our clients. On [Date of Incident], it was reported and confirmed that you engaged in the following behavior: [Insert specific description of the boundary violation].

This behavior is a direct violation of [Company Name]'s Code of Conduct and our Professional Ethics Policy, specifically regarding the maintenance of strictly professional relationships with clients. Previous discussions/warnings regarding your conduct were held on [Date of previous warning, if applicable], yet the behavior has persisted.

The company maintains these boundaries to protect the integrity of our services, the safety of our clients, and the reputation of the firm. Your actions have compromised these standards.

Required Action:

Effective immediately, you are required to cease all non-professional communication and contact with [Client Name/All Clients] that falls outside the scope of your assigned duties. You must adhere strictly to all company policies regarding client interaction.

Consequences:

Please be advised that this is your final warning. Any further violations of client boundaries, or any other breach of company policy, will result in further disciplinary action, up to and including the immediate termination of your employment.

A copy of this letter will be placed in your permanent personnel file. Please sign below to acknowledge that you have received this warning and understand the seriousness of the situation.

Sincerely,

[Manager Name]

[Manager Title]

Employee Acknowledgment:

I acknowledge that I have received this final warning and understand the expectations and consequences outlined above.

Signature: _____ Date: _____