

Date: [Insert Date]

To: [Employee Name]

Position: [Job Title]

Employee ID: [Insert ID Number]

Subject: FINAL WARNING BEFORE TERMINATION OF EMPLOYMENT

Dear [Employee Name],

This letter serves as a formal final warning regarding your ongoing conduct and acts of insubordination. Despite previous discussions and warnings dated [Insert Date of Previous Warning], your behavior has not met the required standards of professional conduct expected by [Company Name].

Description of Incident(s):

On [Date], you engaged in the following act(s) of insubordination: [Describe specific behavior, such as refusal to follow a direct order, disrespectful language toward a supervisor, or intentional disregard for company policy].

Insubordination is a serious violation of our company policies and undermines the operational efficiency and professional environment of our team.

Expectations:

Effective immediately, you are required to comply with all lawful directives from your supervisors and adhere to the Employee Code of Conduct. We expect a complete and sustained improvement in your attitude and cooperation.

Consequences of Failure to Improve:

Please be advised that this is your final warning. Any further instances of insubordination or failure to follow management instructions will result in immediate termination of your employment.

A copy of this letter will be placed in your permanent personnel file.

Sincerely,

[Signature]

[Name of Manager/HR Representative]

[Title]

Employee Acknowledgment:

I acknowledge that I have received this final warning and understand the consequences of further insubordination.

Signature: _____ Date: _____