

**Date:** [Date]

**To:** [Employee Name]

**Position:** [Job Title]

**From:** [Manager Name/HR Department]

**Subject: FINAL WRITTEN WARNING PRIOR TO TERMINATION**

Dear [Employee Name],

This letter serves as a formal final warning regarding your [performance/conduct] at [Company Name].

Despite previous discussions and warnings issued on [Date of Previous Warning(s)], your performance has not met the required standards. Specifically, the following issues persist:

- [Describe specific issue 1]
- [Describe specific issue 2]

To avoid further disciplinary action, including the termination of your employment, you are required to achieve the following immediate improvements:

- [Required improvement 1]
- [Required improvement 2]

Please be advised that this is your final warning. Your performance and conduct will be closely monitored during a review period starting from [Start Date] to [End Date]. Failure to demonstrate immediate and sustained improvement, or any further violation of company policy, will result in 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 and understood this warning.

Sincerely,

[Signature]

[Name of Manager/HR Representative]

[Title]

**Employee Acknowledgment:**

I acknowledge that I have received this final warning and understand the consequences of failing to improve.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_