

**Date:** [Date]

**To:** [Employee Name]

**Position:** [Employee Job Title]

**Subject: FINAL WARNING BEFORE TERMINATION OF EMPLOYMENT**

Dear [Employee Name],

This letter serves as a formal final warning regarding your unprofessional behavior in the workplace. Despite previous discussions and warnings dated [Date of Previous Warnings], your conduct has not met the professional standards required by [Company Name].

**Description of Unprofessional Behavior:**

On [Date of Incident], the following occurred: [Provide a brief, factual description of the specific incident or behavior].

**Impact of Behavior:**

This behavior is a violation of our company policy regarding [Name of Policy, e.g., Code of Conduct]. Such actions negatively impact team morale, productivity, and the overall work environment.

**Required Improvements:**

Effective immediately, you are required to:

- Maintain a professional demeanor at all times.
- Adhere strictly to all company policies and procedures.
- [List any other specific behavioral requirements].

**Consequences:**

Please be advised that this is your final warning. Failure to show immediate and sustained improvement, or any further instances of unprofessional conduct, will result in the immediate termination of your employment with [Company Name].

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]

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**Employee Acknowledgment:**

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

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[Employee Signature]

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[Date]