Date: [Insert Date]

To: [Employee Name]
Employee ID: [Insert ID]
Position: [Insert Job Title]

Subject: FINAL WRITTEN WARNING

Dear [Employee Name],

This letter serves as a formal final written warning regarding your violation of company policy. Despite previous discussions and/or warnings dated [Insert Dates of Previous Warnings], your conduct has not met the required standards of [Company Name].

Incident Details:
On [Date of Incident], it was noted that you violated the following policy: [Insert Policy Name/Reference]. Specifically, [Provide a brief description of the violation].

Impact of Violation:
Your actions have resulted in [Describe the impact on the team, safety, or business operations]. This behavior is unacceptable and inconsistent with your employment obligations.

Required Improvement:
Effective immediately, you are required to:
1. Fully comply with all company policies and procedures.
2. [Insert specific behavioral or performance requirement].
3. [Insert specific behavioral or performance requirement].

Consequences:
Please be advised that this is your final warning. Failure to show immediate and sustained improvement, or any further violation of company policy, will result in further disciplinary action, up to and including the termination of your employment.

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

Sincerely,

[Your Name]
[Your Title]
[Company Name]

Employee Acknowledgment:

I acknowledge that I have received this final written warning and understand the consequences of further policy violations.

_____
Employee Signature

_____
Date