Date: [Insert Date]

To: [Employee Name]

Position: [Employee Job Title]

From: [Manager Name/HR Representative]

Subject: FINAL WRITTEN WARNING

Dear [Employee Name],

This letter serves as a formal final written warning regarding your conduct at [Company Name]. This warning is being issued due to your continued violation of the company's Code of Conduct, specifically regarding [Insert Specific Violation, e.g., Professionalism, Harassment Policy, Misuse of Property].

Background:
On [Date of Incident], it was observed that [Describe the specific incident or behavior]. This behavior is a direct violation of [Section Name/Number] of the Employee Handbook.

Previous Actions:
You have previously received the following disciplinary actions regarding similar behavior:
- [Date of Verbal Warning]: Verbal Warning regarding [Issue]
- [Date of First Written Warning]: First Written Warning regarding [Issue]

Expectations:
Effective immediately, you are required to [Describe specific behavior change required]. You must adhere to all company policies and the Code of Conduct without exception.

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

Acknowledgment:
I acknowledge that I have received this warning and have had the opportunity to discuss it with my supervisor.

_____
Employee Signature

_____
Date

_____

Manager/HR Signature

_____

Date