

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Job Title]

From: [Manager Name/HR Department]

Subject: FINAL WRITTEN WARNING - AGGRESSIVE BEHAVIOR

Dear [Employee Name],

This letter serves as a formal final warning regarding your conduct at [Company Name]. On [Date of Incident], it was reported and confirmed that you engaged in aggressive behavior, specifically: [Provide brief description of incident, e.g., shouting, physical intimidation, or verbal threats].

This behavior is a direct violation of our Company Code of Conduct and our Workplace Violence Prevention Policy. Your actions have created an intimidating and hostile environment for your colleagues, which will not be tolerated.

You have previously been counseled or warned regarding your professional conduct on [Date of Previous Warning, or delete this sentence if not applicable]. Despite these previous discussions, your behavior has not met the required standards.

Expectations:

Effective immediately, you are required to maintain a professional, respectful, and non-threatening demeanor at all times. You must refrain from any further outbursts, physical aggression, or verbal intimidation toward any staff member, client, or visitor.

Consequences:

Please be advised that this is your **final warning**. Failure to immediately improve your conduct or any further instances of aggressive behavior will result in further disciplinary action, up to and including 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 this letter and understand the seriousness of this warning.

Sincerely,

[Signature]

[Name of Manager/HR Representative]
[Title]

Employee Acknowledgment:

I acknowledge that I have received this final warning and understand the expectations and consequences outlined above.

Signature: _____ Date: _____