Date: [Date]

To: [Employee Name]

Employee ID: [ID Number]

From: [Manager Name/HR Department]

Subject: FINAL WRITTEN WARNING: Falsification of Timesheets

Dear [Employee Name],

This letter serves as a formal Final Written Warning regarding your conduct. Specifically, it has been determined that you have falsified your time records on the following dates: [List Dates].

Our investigation found that:
[Briefly describe the discrepancy, e.g., "You recorded 8 hours worked on Tuesday, but security badge logs indicate you were not present in the building during those hours."]

The falsification of company records is a serious violation of [Company Name] policies and is considered a breach of trust and professional integrity. Accurate time reporting is a fundamental requirement of your employment.

This is a Final Written Warning. You are expected to provide accurate, honest, and timely records of your working hours effective immediately. You must comply with all company time-tracking procedures without exception.

Failure to improve your conduct or any further instances of dishonesty, including but not limited to additional timesheet discrepancies, will result in further disciplinary action, up to and including the immediate termination of your employment.

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

Please sign below to acknowledge that you have received this letter and understand the consequences of further misconduct.

_____
Employee Signature

_____
Date

_____
Manager/Supervisor Signature