Date: [Date]

To: [Employee Name]

Employee ID: [Employee ID Number]

Subject: Final Written Warning - Unauthorized Departure from Shift

Dear [Employee Name],

This letter serves as a formal final warning regarding your conduct and attendance. On [Date], it was recorded that you left your scheduled shift at [Time] without authorization or prior approval from your supervisor. Your shift was scheduled to end at [Time].

This behavior is a violation of company policy regarding attendance and professional conduct. Leaving a shift early without permission disrupts operations and places an unfair burden on your colleagues.

Please be advised that you have previously received the following warnings regarding similar issues:

- [Date of Verbal Warning] - Verbal Warning
- [Date of Written Warning] - First Written Warning

This is your final warning. You are required to complete your full scheduled shifts as assigned. Any further instances of leaving work early, unauthorized absences, or failure to follow attendance procedures will result in immediate termination of your employment.

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

Sincerely,

[Manager Name]
[Title]
[Company Name]

Employee Acknowledgment:

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

_____
[Employee Signature]

_____
[Date]