

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID Number]

Position: [Job Title]

Subject: Final Written Warning and Notice of Disciplinary Suspension

Dear [Employee Name],

This letter serves as a formal final written warning and notification of disciplinary suspension regarding your [conduct/performance].

Reason for Action:

This decision has been made due to the following incident(s) or ongoing issues: [Provide details of the specific incident, dates, and previous warnings given]. This behavior is a violation of company policy regarding [Name of Policy].

Suspension Details:

You are suspended without pay for a period of [Number] working days. Your suspension will begin on [Start Date] and you are expected to return to work on [Return Date].

Required Improvements:

Upon your return, the following improvements are expected immediately:

- [Requirement 1]
- [Requirement 2]
- [Requirement 3]

Consequences of Further Action:

Please be advised that this is your final warning. Failure to improve your performance or any further violations of company policy will result in further disciplinary action, up to and including the immediate termination of your employment.

Please sign below to acknowledge that you have received and understood this letter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

I acknowledge receipt of this letter and understand the terms of my suspension and the consequences of future misconduct.

Signature: _____ Date: _____