

Date: [Date]

To: [Employee Name]

From: [Manager/HR Name]

Subject: Last Chance Agreement - Unprofessional Conduct

Dear [Employee Name],

This letter serves as a formal Last Chance Agreement between [Company Name] and you, regarding your continued employment. This agreement follows recent incidents of unprofessional conduct, specifically: [Insert brief description of specific behavior/incidents].

Your conduct has been found to be in violation of the company's Code of Conduct and Professionalism standards. Despite previous [discussions/warnings/performance reviews], the required improvement has not been sustained.

Terms of Continued Employment:

To remain employed with [Company Name], you must agree to the following terms:

- **Immediate Behavioral Improvement:** You must immediately cease all unprofessional behavior and maintain a respectful, collaborative, and professional demeanor at all times.
- **Compliance with Policies:** You must strictly adhere to all company policies, including but not limited to the Employee Handbook and Anti-Harassment policies.
- **Corrective Actions:** [Optional: Insert specific requirements like training sessions, anger management, or communication coaching].
- **Probationary Period:** You will be placed on a formal observation period of [Number] days, effective immediately.

Consequences of Non-Compliance:

This agreement represents your final opportunity to retain your position. Any further instance of unprofessional conduct, or failure to meet any of the terms outlined above, will result in the immediate termination of your employment without further warnings.

By signing below, you acknowledge that you understand the seriousness of this matter and agree to comply with the terms of this Last Chance Agreement.

Employee Signature: _____ **Date:** _____

Manager/HR Signature: _____ **Date:** _____