

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Job Title]

From: [Manager Name/HR Representative]

Subject: Last Chance Agreement regarding Code of Conduct Breach

Dear [Employee Name],

This letter serves as a formal Last Chance Agreement following your recent breach of the company's Code of Conduct. Specifically, on [Date of Incident], it was determined that you engaged in the following behavior: [Provide brief description of the misconduct].

This conduct is a direct violation of our company policy regarding [Name of specific policy]. Your actions have resulted in a final written warning. We have decided to offer you a final opportunity to maintain your employment under the following conditions:

- **Immediate Improvement:** You must demonstrate immediate and sustained compliance with all company policies and the Code of Conduct.
- **Performance Standards:** You are required to maintain all standard job performance requirements.
- **Probationary Period:** You will be placed on a probationary period of [Number] months, effective immediately.
- **Additional Training:** You must complete [Name of Training/Counseling] by [Deadline Date].

Consequences of Non-Compliance:

Please understand that this is your final warning. Any further violation of the Code of Conduct or any failure to meet the expectations outlined in this agreement will result in the immediate termination of your employment without further notice.

By signing below, you acknowledge that you have read, understood, and agreed to the terms of this Last Chance Agreement.

Employee Signature: _____ **Date:** _____

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