

**Date:** [Insert Date]

**To:** [Employee Name]

**From:** [Manager/HR Name]

**Subject:** Last Chance Agreement - Zero Tolerance Policy Violation

Dear [Employee Name],

This letter serves as a formal Last Chance Agreement following your violation of the company's Zero Tolerance Policy regarding [insert specific violation, e.g., workplace violence, harassment, substance abuse, or safety breaches] on [date of incident].

Your actions have been determined to be a direct violation of company standards. While these actions warrant immediate termination, the company has decided to offer you a final opportunity to remain employed under the following strict conditions:

- **Immediate Compliance:** You must strictly adhere to all company policies, specifically the Zero Tolerance Policy, moving forward.
- **Required Action:** You are required to complete [insert requirement, e.g., counseling, safety training, or drug rehabilitation] by [date].
- **Probationary Period:** You will be placed on a probationary period of [number] months, effective immediately.
- **Performance Standards:** You must maintain satisfactory performance and conduct in all areas of your job responsibilities.

**Consequences of Non-Compliance:**

Failure to comply with any of the terms outlined above, or any further violation of company policy, will result in the immediate termination of your employment without further warnings.

By signing below, you acknowledge that you understand the terms of this agreement and agree that this is your final warning.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**HR Representative Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_