

Date: [Date]

To: [Employee Name]

Employee ID: [ID Number]

From: [Manager/HR Name]

Subject: Conditional Employment / Last Chance Agreement

Dear [Employee Name],

This letter serves as a formal Last Chance Agreement regarding your continued employment with [Company Name]. Your employment is currently at risk due to the following performance or conduct issues: [List specific violations or incidents].

Management has decided to offer you one final opportunity to retain your position, subject to the following terms and conditions:

1. Performance and Conduct Requirements: You must immediately improve and maintain satisfactory performance and conduct. Specifically, you are required to: [Detail specific behavioral or performance changes required].

2. Probationary Period: This agreement will be in effect for a period of [Number] months, starting [Start Date] and ending [End Date]. During this time, your performance and behavior will be closely monitored.

3. Compliance with Policies: You must strictly adhere to all company policies, procedures, and the employee handbook. Any further violation of company policy during this period will result in immediate termination.

4. Additional Conditions: [Optional: List requirements such as mandatory training, counseling, or drug testing if applicable].

5. Consequences of Breach: Failure to meet any of the terms outlined in this agreement will result in the immediate termination of your employment without further warnings.

By signing below, you acknowledge that you understand the seriousness of your situation and agree to the terms of this Last Chance Agreement. You also understand that this agreement does not alter the "at-will" nature of your employment, where applicable.

Employee Signature: _____ **Date:** _____

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