

Date: [Date]

To: [Employee Name]

From: [Manager Name/HR Department]

Subject: FINAL WRITTEN WARNING PRIOR TO DEMOTION

Dear [Employee Name],

This letter serves as a formal Final Written Warning regarding your continued [performance/conduct] in your current role as [Current Job Title].

Despite previous discussions and warnings issued on [Date(s) of previous warnings], the following issues persist:

- [Description of specific performance or conduct issue]
- [Description of specific performance or conduct issue]

This is your final opportunity to improve your performance to meet the required standards. We expect to see immediate and sustained improvement in the following areas:

- [Required improvement 1]
- [Required improvement 2]

Please be advised that if your performance does not meet the necessary standards by [Review Date], the company will proceed with your formal demotion to the position of [Target Demotion Title]. This demotion will include a corresponding adjustment in salary and responsibilities.

We will monitor your progress closely during this period. We remain committed to supporting you, and we encourage you to utilize [Resources/Training] to assist in your improvement.

A copy of this letter will be placed in your permanent personnel file.

Sincerely,

[Signature]

[Printed Name]

[Job Title]

Employee Acknowledgment:

I acknowledge that I have received this warning and understand the potential consequences, including demotion, if my performance does not improve.

Signature: _____ Date: _____