

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Department: [Insert Department]

Subject: FINAL WARNING: Outstanding Required Policy Documentation

Dear [Employee Name],

This letter serves as a final formal warning regarding your failure to submit the required policy documentation, specifically: [List Policy Names, e.g., Code of Conduct, IT Policy].

Despite previous reminders sent on [Insert Date of First Reminder] and [Insert Date of Second Reminder], our records indicate that you have not yet signed and returned these documents. Compliance with company policies is a mandatory condition of your employment.

You are required to submit the completed documentation no later than [Insert Deadline Date/Time] to [Insert Department/Name].

Please be advised that failure to comply with this final request by the deadline specified above will result in further disciplinary action, which may include suspension or termination of your employment.

If you have already submitted these documents or believe there is an error in our records, please contact [Insert Contact Person/Department] immediately.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

I acknowledge that I have received this final warning and understand the potential consequences of failing to provide the required documentation by the deadline.

Signature: _____ Date: _____