

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: FINAL WARNING - Continuing Education Deficit and License Renewal

Dear [Employee Name],

This letter serves as a formal final warning regarding your failure to complete the required Continuing Education (CE) credits necessary for the renewal of your [Professional License Name] (License #[Number]).

Our records indicate that as of [Date], you are still missing [Number] credits. Your current license is set to expire on [Expiration Date]. Under the terms of your employment, maintaining a valid and active license is a mandatory requirement for your position.

Required Action:

You must complete all outstanding CE credits and provide proof of license renewal to the Human Resources Department no later than [Deadline Date].

Consequences of Non-Compliance:

Failure to provide proof of a valid license renewal by the aforementioned date will result in immediate administrative leave without pay. Furthermore, if the license is not renewed, your employment will be terminated effective [Date] due to failure to meet the minimum qualifications for your role.

Please contact [Manager/HR Name] immediately if you have already completed these requirements or if there is a discrepancy in our records.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Acknowledgement of Receipt:

I acknowledge that I have received this final warning and understand the requirements and consequences outlined above.

[Employee Signature] / [Date]