Date: [Insert Date]

To: [Employee Name]
Employee ID: [Insert ID]
Department: [Insert Department]

Subject: FOLLOW-UP: Acknowledgment of Final Written Warning

Dear [Employee Name],

This letter is a formal follow-up regarding the Final Written Warning issued to you on [Date Warning Issued] concerning [Brief Mention of Issue, e.g., Performance/Conduct].

During our meeting on [Date of Meeting], you were provided with the formal warning document which outlines the necessary improvements and the consequences of further non-compliance. As of today, we have not yet received your signed acknowledgment of this document.

Please be advised that your signature serves as an acknowledgment that you have received the warning and understand the contents therein; it does not necessarily indicate agreement with the findings. Failure to sign the document does not invalidate the warning or the terms of the disciplinary action.

Please return the signed endorsement page to the Human Resources department by no later than [Insert Deadline Date/Time].

If you have questions regarding the content of the warning or the signing process, please contact [Name of Contact Person] immediately.

Sincerely,

[Your Name]
[Your Title]
[Company Name]

cc: [Human Resources/Personnel File]