

Final Written Warning Letter Template

[Employee's Name]

[Employee's Position]

[Department/Team]

[Date]

Dear [Employee's Name],

Following our recent discussions and the previous verbal and written warnings issued on [dates of previous warnings], this letter serves as a final written warning regarding your [performance/conduct/attendance].

The specific issues outlined in your previous warnings continue to be the following:

- [Clearly outline the problems.]
- [Provide dates and context as evidence.]

Despite previous support and opportunities to change your [performance/conduct/attendance], you have not met the expectations we communicated to you.

We now expect to see immediate and sustained improvement in the following areas:

- [Detail expectations.]
- [Set clear, measurable goals if appropriate.]

From this moment on, we will monitor your [performance/conduct/attendance] over the next [time frame, e.g., 30, 60, 90 days]. Additionally, we will provide reasonable support during this period, including [training, mentoring, and feedback sessions].

Failure to show immediate and sustained improvement or any further breach of company policy may result in further disciplinary action, including termination of employment.

You have the right to respond to this warning in writing and to appeal this decision if you believe it is unfair. Any appeal should be submitted in writing to [manager/HR representative] within [time frame] of receiving this letter.

Please sign and return a copy of this letter to acknowledge its receipt and understanding.

Yours sincerely,

[Manager/Supervisor's Name]

[Title/Position]

Acknowledgment of Receipt:

I, [Employee's Name], confirm that I have received, read, and understood this final written warning.

Signed: _____

Date: _____