

Date: _____
To: _____
Position: _____
Department: _____

Subject: Final Warning Letter

Dear _____,

This letter serves as a final warning regarding your conduct and/or performance. Despite previous warnings and discussions, the required improvement has not been observed in the following area(s):

- _____
- _____
- _____

If there is no immediate and sustained improvement, further disciplinary action will be taken, which may include termination of your employment.

Please treat this matter with utmost seriousness.

Sincerely,

(Supervisor/Manager)