**Final Written Warning**

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| Company name | [Company’s name] |
| Employee name | [Employee’s full name] |
| Employee ID | [Employee ID] |
| Department | [Department name] |
| Position | [Employee’s position] |
| Supervisor | [Supervisor’s name] |
| Date of incident | [Date of incident] |
| Expiration date | [Date of warning expiration] |

**Subject: Final written warning**

This letter serves as the final written warning regarding your continued conduct and/or performance issues. Despite previous discussions, verbal and even written warnings concerning this matter, you have shown no significant improvement in the specified areas.

## Incident description

On [specific date(s)], it was noted that you [describe specific behavior or performance issue, e.g., arrived late to work, missed deadlines, engaged in unprofessional behavior, etc.]. These incidents have violated our company policies and have been officially documented. Furthermore, your direct manager and HR have addressed this issue with you several times, including [mention previous warnings, dates, and forms of communication].

## Impact of the incident

Your actions have [explain the impact, e.g., disrupted team workflow, delayed project completion, affected team morale, etc.]. This continued behavior is unacceptable and must be corrected immediately to maintain a productive and professional work environment.

## Expectations for improvement

You are expected to [outline specific expectations, e.g., arrive on time for all scheduled shifts, complete projects by their deadlines, maintain a professional demeanor at all times, etc.]. Moving forward, you must meet these expectations consistently and without exception.

## Timeline for improvement

Your performance and/or behavior will be reviewed over the next [specify timeframe, e.g., 30 or 60 days]. During this period, you are required to demonstrate immediate and sustained improvement.

## Consequences of non-compliance

Failure to improve your performance and/or behavior within the specified timeframe will result in further disciplinary action that may include termination of your employment with [Company name].

## Support & resources

If you require any support or resources to help you meet these expectations, please inform the HR department immediately. We are committed to helping you succeed and can provide the necessary assistance or training.

## Acknowledgment

Please sign below to acknowledge receipt of this written warning and to confirm you understand the seriousness of this matter and the outlined expectations.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HR Representative Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- |
| Record-keeping A copy of this final written warning will be placed in your personnel file. Should you have any questions or wish to discuss this matter further, please do not hesitate to contact [HR representative’s name] at [HR representative’s contact information]. |

[Graphical user interface, application

Description automatically generated with medium confidence](https://www.aihr.com/platform/?utm_source=resource&utm_medium=resource&utm_campaign=templates&utm_content=templates)