[Company Name]

[Company Address]

[City, State, ZIP Code]

[Employee Name]

[Employee Address]

[Date]

**Subject: Final Warning for Repeated Policy Violations**

Dear [Employee Name],

This letter serves as a formal warning regarding your repeated violations of company policy, despite previous discussions and warnings. Your actions have not aligned with the standards and expectations outlined in [*specific policy name, e.g., “the Code of Conduct*”], which is critical to maintaining a productive and respectful work environment at [Company Name].

**Details of Policy Violations**:

* Incident 1: [*Brief description of violation, including date and relevant details.*]
* Incident 2: [*Brief description of violation, including date and relevant details.*]
* Additional Incidents (if applicable): [*Details as above.*]

Despite prior communications, including [*e.g., “verbal warnings on [date(s)] and a written warning dated [date]”*], these issues have persisted.

**Expectations Moving Forward**:

To address these concerns and avoid further disciplinary action, you are required to:

1. [*Specific corrective action, e.g., “Adhere strictly to the company’s [policy name] effective immediately.*”]
2. [*Specific requirement, e.g., “Complete training on workplace policies by [date].”*]
3. [*Any additional expectations or monitoring measures.*]

Failure to comply with these expectations may result in further disciplinary action, up to and including termination of your employment.

**Next Steps**:

We are committed to supporting you in meeting these expectations. If you have questions about this letter or require clarification about company policies, please contact [Manager’s Name/HR Contact Name] at [Email Address/Phone Number].

Please sign and return the acknowledgment below to confirm receipt of this warning.

**Yours sincerely,**

[NAME]

[TITLE]

[COMPANY NAME]

Signature: .........................................