Date: [Enter Date]

[Full Name of Employee]

[Address of Employee]

Dear [First Name of Employee],

**RE: FINAL WARNING – UNSATISFACTORY/UNACCEPTABLE PERFORMANCE**

Further to our meeting[s] on [date or dates] and the earlier warning letter[s] issued to you on [date or dates], this letter constitutes your final warning.

Despite the earlier warnings and assistance given by [Employer name], your [Nature of performance issue] has failed to improve. You have had several opportunities to explain your [Nature of performance issue], and you have received [Employer name]’s full support. However, your explanations for your [Nature of performance issue] are unsatisfactory.

You are at this moment, given a final opportunity to improve your performance. In order to improve your performance, you must:

1.[*Measures to address the performance or conduct issues*].

[Employer name] will continue to monitor your [Nature of performance issue]. If there is no improvement, [Employer name] will exercise our right to terminate your employment without further warning.

Please contact [Manager name] if you wish to discuss this matter further or if you have any queries.

Regards,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
[Name]  
[Position Title]

Acknowledgement of receipt by the employee:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature