Date: [Enter Date]

[Full Name of Employee]

[Address of Employee]

Dear [First Name of Employee],

**RE: FINAL WARNING - MISCONDUCT**

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.

As has been explained to you, your [nature of conduct issue] is unsatisfactory. In particular, your [details of conduct issue] does not accord with [Employer’s name] expectations. You have had the opportunity to explain your conduct, but your reasons do not justify or adequately explain your [nature of conduct issue].

[Employer name] will continue to monitor your [Nature of conduct 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