

# Final Warning and Termination Letter

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

Employee Name: \_\_\_\_\_

Position: \_\_\_\_\_

Department: \_\_\_\_\_

Dear \_\_\_\_\_,

This letter serves as a final warning and notice of termination of your employment with \_\_\_\_\_ (Company Name), effective immediately / as of \_\_\_\_\_ (Termination Date).

This action has been taken due to the following reason(s):

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Previous written/oral warnings were issued on:

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After careful consideration, the decision to terminate your employment is final. Please return all company property and settle any outstanding obligations before your last working day.

If you have any questions regarding this decision or your final pay, please contact HR.

Sincerely,

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Manager/Supervisor Name  
Position

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Employee Signature (acknowledgement of receipt)  
Date: \_\_\_\_\_