

Date: _____
To: _____
Designation: _____
Department: _____

FINAL WARNING LETTER FOR INAPPROPRIATE BEHAVIOR

Dear _____,

This letter serves as a final written warning regarding your inappropriate behavior at the workplace. Despite previous discussions and warnings, there have been repeated incidents of conduct that are unacceptable and not in accordance with company policies.

The specific incident(s) include:

Such behavior not only affects workplace harmony but also goes against our organizational values and code of conduct. Please be advised that any further recurrence will result in immediate disciplinary action, which may include your termination from employment.

You are advised to treat this matter with utmost seriousness and ensure strict adherence to all company policies henceforth.

Please sign and return a copy of this letter to acknowledge receipt and understanding.

(Authorized Signatory)

(Employee's Signature)
CC: HR Department | Employee File