**Final Warning Letter Format**

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| [Print on your business letterhead]  [Date]  [Insert employee’s full name]  [Insert employee’s residential address]  Dear [insert name]  Final warning letter  I'm writing to you regarding your [performance/conduct] while working for [insert company name] (the employer)  You went to a meeting on [insert date] with [insert names of people who attended the meeting]. You were informed at this meeting that your [performance/conduct] was poor. Your employment may be terminated if your [performance/conduct] does not improve after receiving a formal warning letter dated [insert date].  Your [performance/conduct] was examined again during our meeting on [insert date], and you were informed that you had not improved to the level desired by the employer. A second warning letter, dated [insert date], was sent to you.  Your performance has not improved and continues to be unsatisfactory, as I advised during our meeting on [insert date].  This is a final letter of caution. If you don't improve your [performance/conduct] significantly by [insert date], your job may be terminated. To be clear, we expect you to [insert specifics of intended outcomes].  I suggest we meet on [insert date] to discuss your progress. Please call me at [insert phone number] or reply in writing if you desire to respond to this final warning letter.  Yours sincerely,  [Insert name]  [Insert position] |

**Final Letter of Warning Example**

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| [Print on your business letterhead]  23rd September 2021  Naina Singh  123, XYZ Apartments, Surat, Gujarat  Dear Naina,  Final warning letter  I'm writing to you regarding your performance while working for XYZ Solutions Pvt. Ltd.  You went to a meeting on 1st July 2021 with Naveen Singh - Manager, Arpit Shah - CEO. You were informed at this meeting that your performance was poor and it needs to be improved. Your employment may be terminated if your performance does not improve after receiving a formal warning letter dated 2nd July 2021.  Your performance was examined again during our meeting on 1st August 2021 , and you were informed that you had not improved to the level desired by the employer. A second warning letter, dated 2nd August 2021, was sent to you.  Your performance has not improved and continues to be unsatisfactory, as I advised during our meeting on 1st August 2021.  This is a final letter of warning. If you don't improve your performance significantly by 31st October 2021, your job may be terminated. To be clear, as a Sales Manager, we expect you to create a business plan that covers sales, revenue, and expense control. Meet the sales goals that were planned, generate at least 30 new genuine leads for the organization.  I suggest we meet on 31st October 2021 to discuss your progress. Please call me at 9182736450 or reply in writing if you desire to respond to this final warning letter.  Yours sincerely,  Ashika Sen  HR Manager |

**Format 1**

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| Date: \_\_\_\_\_\_\_\_\_  To  Mr. / Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Emp. No\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Designation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Subject: Final Warning    Dear Mr. / Ms.  Refer to your explanation letter dated (Mention the Date) in reply to the show cause notice issued to you dated (Mention the date). The explanation submitted by you has not been found satisfactory.  You may treat this as final Warning and further also advise in your own interest, be cautious and do not repeat such kind of act in future. Any such indiscipline act from you will now lead to immediate termination of your service.    **AUTHORIZED SIGNATORY** |

**Format 2 - Poor Performance**

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| Date: [The date when the letter was generated]  Name: [Full Name of employee]  Address: [Address of office location]  Re: Warning for Poor Work Performance  Dear [First name of the Employee],  This letter serves as a written warning to you for not meeting your objectives as outlined in your [Appointment Letter / Job Description / Prior performance appraisal / Goals as agreed between you and your supervisor].  This letter confirms our discussion held on [date] regarding your below-par performance. As intimated by [the management / your supervisor], we are putting you on a Corrective Action Plan commencing from [ mention date]. This plan is being introduced to bring your performance up to an acceptable standard, considering your capabilities and requirements of your job role.  Each member in our company is expected to contribute to the best of their abilities and meet the objectives laid out in their job role. Hence, we would like you to immediately improve your performance and meet the expectations of your supervisor and company management.  We believe that you have the potential to be a meaningful contributor and would like you to work with commitment and resolve.  If you need my assistance or have queries, please feel free to reach out to me anytime. You are requested to sign a copy of this letter to indicate your acknowledgment of the discussion and also document specific outcomes in the notes section below  Sincerely,  Your Name  Your Designation  [Signature] |

**Format 3 - Discipline Issues**

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| Sample Warning Letter for Discipline Issue  Date: [The date when the letter was generated]  Name: [Full Name of employee]  Address: [Address of office location]  Re: Warning for Disciplinary Incident  Dear [First name of the Employee],  This letter is to serve as an official warning to you for the incident that happened on [Date of Incident]. We were informed about [Describe in brief the Incident]. This kind of misconduct is not expected in the workplace and is against Company Policy [mention the name of the policy, page number, section no, para number, or serial number in the company policy document].  Our policy and guidelines are designed with a goal to make the work environment and company culture is open and safe for all employees at all levels. We expect every employee to respect and follow these guidelines in order to encourage a collaborative and performance-oriented work culture.  Since you have been found to be violating the rules, we are hereby putting you on warning period [Mention the duration of warning Period]. During this period, your behavior will be monitored.  Any re-occurrence of the violation will ensure strict action against you that may be followed by(a) Suspension without pay or(b) Termination without prior notice.  We continue to believe that you are a valuable part of our organization and expect you to show immediate improvements. Looking forward to seeing the positive outcomes of this discussion.  If you need my assistance or have queries, please feel free to reach out to me anytime. You are requested to sign a copy of this letter to indicate your acknowledgment of the discussion.  Sincerely,  Your Name  [Signature] |