Final Warning Letter Template

[Date]

[Name]

[Address]

[Address]

Dear [Employee Name],

**Final Warning Letter**

This letter is to confirm the outcome of discussions held earlier today between me, [name of other party] (your support person) and you.

These discussions followed an incident where you [add incident details here]. After investigating this matter, I am satisfied that you [add findings here]. This response is not acceptable to [Company].

[Employee Name], your actions are a breach of [Company] policies, which states that [confirm how they breached the policy].

[Company] views this as a serious offence, and [Company] policy is that breaches of the [state relevant policy] can result in summary dismissal. On this occasion, it has been decided that you shall be issued with a final written warning. Please be aware that any future breach of the [state relevant policy] is likely to result in your dismissal from employment.

This warning takes effect from [date] and expires at midnight on [date]. If there is no further breach of the [state relevant policy] during that period, your record will be wiped clean in relation to this instance of misconduct.

Should you have any problem complying with [state relevant policy], I would be happy to discuss the problem with you.

Please sign the duplicate copy of this letter to indicate that you have read and understood it, and return it to me at your earliest convenience.

Yours sincerely,

[Name]

[Title]

I, [Employee Name], have read and understood the details contained in this letter.

[Employee Name]: …………………………………………………

Dated: …………………………………