**FINAL WARNING NOTICE**

**Employee Information**

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| --- | --- | --- | --- |
| **Employee Name:** | John Doe | **Employee ID:** | EMP-4587 |
| **Position/Title:** | Sales Associate | **Department:** | Sales |
| **Supervisor Name:** | Sarah Williams | **Date of Issue:** | 05-Oct-2025 |

**Previous Warnings**

|  |  |  |
| --- | --- | --- |
| **Type of Warning** | **Date Issued** | **Summary of Incident** |
| Verbal Warning |  | |
| Written Warning |  | |

**Reason for Final Warning**

(Provide details of the incident, violation, or behavior leading to this final warning.)

**Description:**

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**Policy or Rule Violated:**

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| --- | --- | --- | --- |
| ☐ Attendance / Tardiness | ☐ Insubordination | ☐ Code of Conduct Violation | ☐ Poor Performance |
| ☐ Misuse of Company Property | ☐ Other: |  |  |

**Details of Investigation / Evidence**

(Attach any supporting documents, witness statements, or prior notices.)

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**Required Corrective Actions**

(Outline what the employee must do to correct the issue and by when.)

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| **Deadline for Improvement:** |  | **Monitoring Period:** |  |

**Consequences of Further Violations**

Any further violations of company policy or failure to show immediate and sustained improvement may result in **termination of employment**.

**Acknowledgment**

I acknowledge that I have received and reviewed this Final Warning Notice. My signature does not necessarily indicate agreement but confirms that the contents have been discussed with me.

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| **Employee Signature** |  | **Date** |  |
| **Supervisor/Manager Signature** |  | **Date** |  |

| **HR Representative Signature** | **Date** |
| --- | --- |
|  |  |

**For Office Use Only**

| **Review Date** | **Outcome / Notes** |
| --- | --- |
|  |  |