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Final warning letter — unsatisfactory employee performance

Description: This is a precedent final warning letter to an employee due to unsatisfactory performance, behaviour or conduct.

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Final warning letter —

[Date]

[Employee name]

[Insert address]

Dear [employee name],

Further to our meeting on [insert date] and your final warning.

Despite the earlier warnings, your [performance/behaviour/conduct] have not improved. You have been given a number of opportunities to improve and you have received the Company's support. Your [performance/behaviour/conduct] are unsatisfactory.

The Company is giving you one final opportunity to improve your performance. You must do the following:

- [insert details of what is required to improve]

The Company will continue to monitor your performance. If you do not improve, the Company will exercise its right to terminate your employment.

I sincerely hope that this final warning will lead to an improvement in your performance. Please contact me should you wish to discuss this further.

Yours faithfully,

[insert]

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