

DATE: _____

Final Warning Notice

[Business Information]

Employee Information

Employee Name	
Job Title	
Department	
Employee ID	
Date	

Final Warning Statement

This document serves as a final warning regarding performance or conduct. Immediate and sustained improvement is required. Failure to improve may result in termination of employment.

1. Factual Summary of Events

Describe the issue using objective facts (what, when, where).

2. Policy or Expectation Not Met

Identify the policy or expectation violated.

3. Business Impact

Explain the impact to the team, operations, or customers.

4. Previous Warnings

☐ Verbal ☐ Written ☐ Prior Final Warning ☐ Other

5. Required Improvement

Clearly define what must change immediately.

6. Timeline for Improvement

Specify a timeframe for review (e.g., immediate / 7 days / 30 days).

7. Consequences

Failure to meet expectations will result in further disciplinary action, up to and including termination.

Acknowledgment

Role	Signature	Date
Employee		
Manager		

Signature confirms receipt, not agreement.

Confidential

This document is intended as a structured documentation tool and should be used in alignment with company policy and applicable laws. Organizations should review for compliance with local, state, and federal requirements. Consistent and objective documentation supports fair and defensible employment decisions.