
Final Written Warning

Acme Corp 123 Business Rd. Business City, CA 90210 November 5, 2024

John Doe 456 Employee Ln. Worktown, CA 90211

Subject: Final Written Warning

Dear John Doe,

This letter serves as a final written warning following the previous discussions regarding your performance and behavior at work. Despite repeated verbal and written warnings, there has not been sufficient improvement in the areas previously outlined.


Incident Description: On October 22, 2024, it was observed that you failed to adhere to our workplace safety protocols by not wearing the required personal protective equipment during your shift. This is a violation of our company policy, specifically the Health and Safety Code Section 3.1.

Previous Warnings:

- Verbal warning issued on September 15, 2024, for similar behavior.
- Written warning issued on October 1, 2024, detailing the need for immediate improvement.

Expectations Going Forward: To remain employed with Acme Corp, immediate and sustained corrective action is required. Specifically, we expect you to:

1. Adhere strictly to all workplace safety guidelines without exception.
2. Attend a safety training session scheduled for November 12, 2024, and demonstrate comprehension of the material.



Please understand that failure to meet these expectations or any further violations of company policies may result in further disciplinary action, up to and including termination of employment.

Acknowledgment: Please sign and date this letter as acknowledgment of receipt and understanding. Signing this document does not necessarily indicate that you agree with its contents but confirms that you have been informed of the issues and the expectations set forth.

Employee Signature: [Space for signature]

Date: [Space for date]

Supervisor/HR Representative Signature (if applicable): [Space for signature]

Date: [Space for date]

If you have any questions or require further clarification regarding this warning or the expectations set forth, please do not hesitate to contact me at j.smith@acmecorp.com.

Sincerely,

Jane Smith

Human Resources Manager

Acme Corp j.smith@acmecorp.com