

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Warning before Dismissal - Final

Dear :

In an attempt to allow you to correct your behavior toward your responsibilities as {position} at {Name of Company}, I am writing you this final warning. We have discussed your behavior in the past. If you are scheduled to be at work at 8:00 a.m., you should be at work at 8:00 a.m. and not 8:30 a.m. After our first discussion concerning this matter, you made a lax attempt to correct this, however, arriving at 8:20 a.m. is not acceptable, nor is it an "improvement" as you deemed it. Second, we have provided you with a calendar, pens, and pencils; your absence at meetings because it "slipped" your mind is unprofessional behavior and will not be tolerated at this firm. However, we do take into consideration that you have limited your time on the internet and stopped using the company phone line for private calls. Also, we were quite pleased with the progress you have made with your clients.

However, if you do not show improvement and seriousness toward you duties at {Name of Company}, we will be forced to dismiss you. This is your final warning. Please contact me upon your receipt of this letter.

Sincerely,

N A M E