**FINAL WRITTEN WARNING**

DD/MM/YYYY (Date the discipline was delivered)

Employee’s First and Last Name:

Employee’s Position:

Employee’s Work Location:

Dear Employee’s First and Last Name:

This letter confirms our meeting today in which we provided you a Final Written Warning. In addition to the two of us, \_\_\_\_\_\_\_\_\_\_\_\_\_ (Please mention Management and Union Witness names, if applicable) were in this meeting as well.

As discussed, on \_\_\_\_\_\_\_\_\_\_ (DD/MM/YYYY - Date of Misconduct), \_\_\_\_\_\_\_\_\_\_ (provide a brief description of the misconduct that led to this discipline)

As further discussed, your conduct is not acceptable. You are expected to \_\_\_\_\_\_\_\_ (provide a brief description of expectations.)

You have now reached the final stage of our discipline process and your continued employment is in jeopardy. Please note that if you engage in any further misconduct, your employment will immediately terminate for cause and you will not be entitled to notice, payment in lieu of notice or severance pay.

As we have stated before, you must take steps to immediately adjust your conduct to the standard required by the Division. To confirm the steps you will be taking, you are required to complete the attached Final Written Warning Action Plan and return it to me on your next scheduled shift.

If you have any questions, please ask me.

Thank you for your attention to this matter.

Yours Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s First and Last Name

Supervisor’s Position

Supervisor’s Location

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s Signature

(Confirming Receipt of Copy of this letter)