To Place:  
The Employee’s Name, Date:

Employee ID,  
Designation,  
Department.

Sub: Final notice of negligence at work.

Dear Mr./Ms. **[Employee Name],**

This is a final reprimand for your careless work. We have talked to you several times about your negligence on the job and a warning letter has also been sent to you.

However, there remains no change in your behaviour. We are continuously hearing that you are not following company procedures at work.

As per the company's discipline policy, it is a serious offense. This should be a final warning and if you repeat such behaviour, you will be fired with no further notice.

We also suggest you submit a written explanation of this.

Sincerely,  
HR Manager’s Name,  
Designation.