

**SAMPLE FINAL WARNING**

**MEMORANDUM**

To: **Employee**

From **Direct Supervisor**

Re: Final Warning

Date:

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As we have discussed previously on several occasions, I have serious concerns regarding your (*punctuality and attendance, quality of work, interpersonal skills, using paid time to conduct personal business, etc.*). Over the past (*weeks, months, stated time period*), you have (*state the violation*), without any approval to do other than what we have previously agreed to as acceptable behavior.

As I have stated to you in our previous meetings, this behavior (*compromises the service we provide our parishioners, is disruptive, does not further our Parish/organization in a manner consistent with our Catholic Faith, indicates your unwillingness to comply with our standards, etc.*) continues to be unacceptable.

These concerns regarding your job performance have been addressed several times (*verbally or **hopefully, in writing***) but, unfortunately, the situation has not improved and is now becoming critical and cannot continue. Effective immediately, you are expected to (*state what is expected*). Failure to do so will result in termination of your employment at the parish. Please do not hesitate to see me if you have any questions regarding this memo or your performance expectations.

\_\_\_\_\_  
(Pastor / Supervisor)

\_\_\_\_\_  
(Date)

Receipt Acknowledged

\_\_\_\_\_  
(Signature of Employee)

\_\_\_\_\_  
(Date)