

FINAL OPPORTUNITY AGREEMENT

Template Links

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DETAILS AND ACKNOWLEDGEMENT

In lieu of terminating employment of an employee for serious violations of company policies, procedures and rules and for other inappropriate behavior or conduct, [Name of Company] provides the employee a final opportunity to continue employment.

[Name of Employee] and [Name of Company] agree to the following:

[Describe the violation or reason for this agreement]. Instead of immediately terminating employment, [Name of Employee] will be suspended from work without pay for five (5) work days.

The employee has received a written disciplinary notice dated [date] regarding [violation or reason for this agreement stated above], the company's expectations, an improvement plan and a time period for improvement.

The employee understands that this agreement is [his/her] last chance to remain employed at [Name of Company]. Failure to make improvement or recurrence of inappropriate behavior or conduct within the specified time period as described in the [date] warning will result in immediate termination.

The employee understands that [Name of Company] is an employment-at-will employer.

The employee agrees to comply with all company policies, practices and procedures and understands that this agreement in no way prevents the employer from taking disciplinary action, including termination, for violations.

EMPLOYEE SIGNATURE: _____ DATE: _____
SUPERVISOR SIGNATURE: _____ DATE: _____

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