

Date: [Insert Date]

To: [Recipient Name/Tenant Name/Employee Name]

Address/Unit: [Insert Unit Number or Department]

SUBJECT: FINAL WARNING - IMPROPER DISPOSAL OF SMOKING WASTE

Dear [Recipient Name],

This letter serves as a formal final warning regarding your failure to comply with the rules concerning the disposal of smoking materials. Despite previous notifications issued on [Dates of Previous Warnings], it has been reported that you are still improperly discarding cigarette butts and related waste in [Location, e.g., the parking lot, common areas, or out of windows].

The improper disposal of smoking waste is a violation of [Policy Name/Lease Agreement/Company Code of Conduct]. This behavior poses a significant fire hazard, creates unsanitary conditions, and increases maintenance costs for the property.

Required Action:

You are required to cease this behavior immediately. All smoking waste must be fully extinguished and placed in the designated disposal bins provided at [Specify Location].

Consequences:

Please be advised that this is your final warning. Any further instances of improper waste disposal will result in immediate disciplinary action, which may include [Termination of Employment / Eviction Proceedings / Legal Fines] as permitted by your agreement.

We expect your full and immediate cooperation in maintaining a safe and clean environment.

Sincerely,

[Your Name]

[Your Title]

[Company/Property Management Name]