

Date: [Insert Date]

To: [Tenant/Employee Name]

Address/Unit: [Insert Unit Number or Department]

Subject: FINAL WARNING: Improper Personal Property Storage

Dear [Name],

This letter serves as a final formal warning regarding the improper storage of your personal property in unauthorized areas, specifically: [Description of Location, e.g., Hallways, Common Areas, Fire Exits].

We have previously notified you of this violation on [Date of First Warning] and [Date of Second Warning]. As of today, the following items remain in violation of [Lease Agreement/Company Policy] Section [Insert Section Number]:

- [Description of Item 1]
- [Description of Item 2]

These items create safety hazards and obstruct the maintenance of the premises. You are required to remove all personal property from the aforementioned areas by [Time] on [Deadline Date].

Failure to comply with this final notice will result in the following actions:

- Removal and disposal of the items at your expense.
- Potential fines as outlined in your agreement.
- Further disciplinary action or termination of your [Lease/Employment].

Please contact [Name/Department] at [Phone Number] immediately if you have any questions regarding this notice.

Sincerely,

[Your Name]

[Your Title]

[Property Name/Company Name]