

Last Chance Agreement Template

This **Last Chance Agreement** ("**Agreement**") is entered into as of _____ ("**Effective Date**") by and between the following parties:

Company

Employee

The Company and the Employee may be referred to individually as a "**Party**" and collectively as the "**Parties**."

1. Purpose of the Agreement

The purpose of this Agreement is to establish clear expectations and conditions for the Employee's continued employment with the Company following prior workplace conduct or performance issues.

This Agreement provides the Employee with a final opportunity to meet the Company's standards of conduct and performance. By entering into this Agreement, the Company agrees to allow the Employee to remain employed under the conditions described herein.

This Agreement is intended to document the terms under which the Employee may continue employment and does not alter the at-will nature of employment unless otherwise required by applicable law or by an existing written employment agreement.

2. Background

The Employee acknowledges that the Company has previously raised concerns regarding the Employee's workplace conduct, performance, attendance, policy compliance, or other employment-related matters. The Employee further acknowledges that the Company has addressed these concerns through disciplinary action, counseling, warnings, or other corrective measures.

The Company has determined that continued employment is appropriate only if the Employee fully complies with the conditions set forth in this Agreement.

3. Acknowledgment of Prior Conduct or Performance Issues

The Employee acknowledges that the Company has identified concerns related to:

Description of Prior Issues

Date	Description of Incident	Action Previously Taken

The Employee confirms that these matters have been communicated by the Company and that the Employee understands the seriousness of these concerns.

4. Conditions for Continued Employment

As a condition of continued employment, the Employee agrees to comply with the following requirements:

- The Employee shall strictly adhere to all Company policies, procedures, and workplace standards.
- The Employee shall maintain satisfactory job performance and conduct consistent with the expectations communicated by the Company.
- The Employee shall avoid any further violations of Company policies, workplace rules, or professional standards.
- The Employee shall cooperate with any monitoring, evaluation, training, counseling, or corrective action programs reasonably required by the Company.
- The Employee acknowledges that failure to meet these expectations may result in immediate termination of employment.

5. Performance and Conduct Expectations

The Employee agrees to meet the following performance or conduct standards regarding attendance, performance and conduct, during the duration of this Agreement:

The Company may adjust these expectations where necessary to ensure compliance with workplace standards.

6. Monitoring and Review Period

The conditions of this Agreement shall remain in effect for a period of _____, beginning on the Effective Date.

During this period, the Company may review the Employee's conduct and performance to determine whether the Employee has complied with the terms of this Agreement.

The Company may conduct periodic evaluations, meetings, or written reviews to assess the Employee's progress.

7. Consequences of Non-Compliance

The Employee understands and agrees that failure to comply with the terms of this Agreement may result in disciplinary action, including termination of employment.

The Company reserves the right to terminate the Employee's employment if the Employee:

- Violates any Company policy or workplace rule
- Fails to meet the performance or conduct standards outlined in this Agreement
- Engages in misconduct or behavior inconsistent with Company expectations
- Termination may occur without further warnings if the Company determines that the
- Employee has failed to comply with the conditions of this Agreement.

8. No Waiver of Company Rights

Nothing in this Agreement limits the Company's authority to enforce its policies, workplace standards, or disciplinary procedures.

The Company retains the right to take appropriate action in response to any workplace conduct or performance concerns, whether related to prior issues or new matters arising during the course of employment.

9. Confidentiality

The Employee agrees to maintain the confidentiality of this Agreement and any related disciplinary matters, except where disclosure is required by law or necessary to seek professional advice.

The Company may disclose this Agreement to individuals within the organization who have a legitimate need to know, including human resources personnel and supervisory staff.

10. Amendment

This Agreement may be modified only through a written document signed by both the Company and the Employee.

11. Governing Law

This Agreement shall be governed by and interpreted in accordance with the laws of _____, without regard to conflict-of-law principles.

12. Entire Understanding

This Agreement reflects the complete understanding between the Parties regarding the Employee's continued employment under the conditions described herein.

It supersedes prior discussions or communications relating to the subject matter addressed in this Agreement.

By signing below, the Parties confirm that they have read, understood, and agreed to the terms of this Last Chance Agreement.

Company.

Name

Date

Signature

Employee

Name

Date

Signature



This document is a PDF copy of **Last Chance Agreement** template. You can edit it with **Jotform Sign** and convert to an eSign document with **Jotform Sign**.



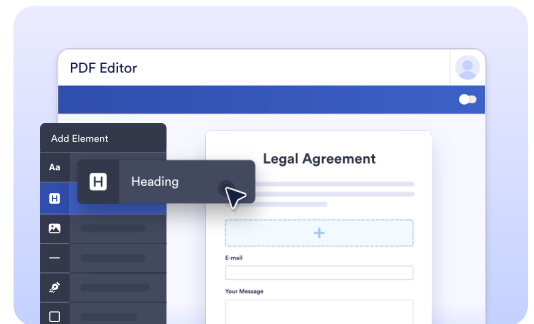
Learn More About Jotform PDF Products

Jotform offers powerful PDF solutions. Check them out below.

Jotform PDF Editor

Turn form submissions into PDFs automatically ready to download or save for your records.

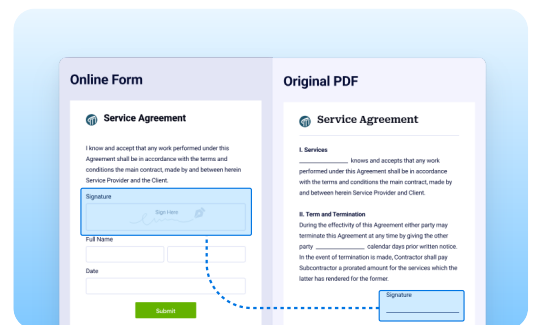
jotform.com/products/pdf-editor/



Smart PDF Forms

Convert your PDF files into online forms that are easy to fill out on any device.

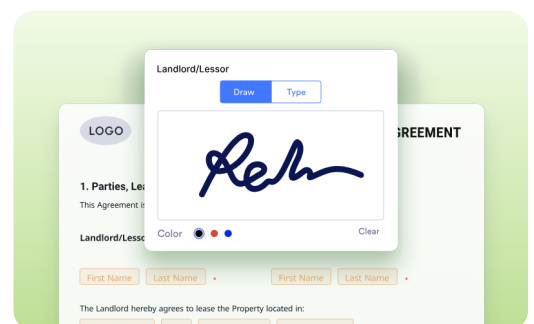
jotform.com/products/smart-pdf-forms/



Jotform Sign

Collect e-signatures with Jotform Sign to automate your signing process.

jotform.com/products/sign/



These templates are suggested forms only. If you're using a form as a contract, or to gather personal (or personal health) info, or for some other purpose with legal implications, we recommend that you do your homework to ensure you are complying with applicable laws and that you consult an attorney before relying on any particular form.