[Mention the name of the sender]

[Mention the address]

[Mention the contact details]

[Mention the date]

To

The

[Mention the name of the recipient]

[Mention the address of the recipient]

[Mention the contact details of the recipient]

Subject- Fair work warning letter

Dear [Mention the name]

I'm writing to you to discuss your performance or behavior while working at [insert the name of the firm, partnership, single proprietorship, or enterprise here] [the employer].

You met with [insert name of other attendees at the meeting] on [insert date]. You were informed at this meeting that your performance/conduct has been subpar and that quick change is needed. You were specifically informed that [insert explanation of unacceptable performance or conduct, such as frequently arriving at work late or failing to complete needed chores].

You were asked in the meeting if you had anything to say or how you would like to respond to the situation, and you said [insert the employee's response here, or if none was given, note that the person did not respond].

After giving the situation some thought, it is expected that your conduct/performance will improve. In particular, it is expected that you include advice given to employees regarding improvement of performance or conduct, outline deadlines for improvement, and set specific performance targets.

This is your [first/second] letter of warning. If your performance does not improve by insert date that is reasonable in this situation, your employment may be terminated. I suggest that we get together once more to discuss your progress on [insert date]. If this time is convenient for you, just let me know. Please get in touch with me at (insert phone number) if you have any questions about this official warning letter or to respond in writing. my heartfelt thanks,

I'm grateful.

Regards,

Thank you very much,

From

[Mention the name of the sender]

[Mention the address]

[Handwriting signature]

[Mention the contact details]

[Mention here, if there is any post note to be given]