

[Insert date]
[Insert name of employee]
[Insert address]

Dear *[insert name of employee]*,

Re: Warning

This letter confirms details of our discussions during a meeting that took place in *[insert location]* on *[insert date]* with *[insert name of witness – if applicable]* also present. During our discussion, you were advised of my concerns regarding *[insert brief summary of performance issue]*. (If relevant) You will recall that I had previously raised this issue verbally with you on *[insert date of verbal warning]*.

The specific issues of concern raised during our meeting included:

[List specific performance issues]

During our meeting, you were unable to offer a satisfactory explanation for these performance issues other than to state that *[insert quote of any relevant comments from employee]*.

[Insert name of employee], the performance issues listed above are not acceptable to *[insert company name]* standards and must be improved. We agreed that you would implement the following actions in order that this issue may be resolved:

[List of actions]

To assist you, we have agreed that *[insert list of any additional support offered to help improve performance, e.g. training]*.

This letter is an official warning regarding your performance. I have no doubt that you will endeavour to rectify the situation. Please be assured of continued commitment by *[insert company name]* and myself in assisting you in every way possible.

We have agreed to meet again on *[insert review date]* to review your progress in this matter. I feel that it is only fair to inform you that if the concerns raised in this letter are not addressed by this date, I shall have no alternative than to issue a second warning regarding this matter. Continued failure to improve your performance may lead to eventual termination of your employment with *[insert company name]*.

Should you have any further questions regarding the issues outlined in this letter, please do not hesitate to let me know. To acknowledge your agreement that this letter accurately summarises the details of our discussion, please sign the enclosed copy and return it to me. A copy of this letter will be placed on your file.

Yours sincerely,

[Insert name of manager, title and signature]

This document is a starting point to help you develop a document appropriate to your individual situation. It will need to be tailored to your specific circumstances in light of any applicable laws that apply in your jurisdiction. You should seek your own advice about the necessary amendments.

I confirm that this note accurately summarises the details of our discussions.

Employee's name

Date

Signature