Template 17 - First Written Warning

<<Date>>

<<Employee Name>>

<<Address>>

Dear <<insert employee name>>,

Written Warning

I am writing to our recent meeting with you about your <<conduct/performance>>.

On <<insert date>> you attended a meeting with <<insert others at meeting>>. At this meeting you were advised that your <<conduct/performance>> has been unsatisfactory, and that immediate improvement is required. In particular, you were advised that <<insert explanation of unsatisfactory performance or conduct e.g. regularly arriving late, not completing required task>>.

In the meeting you were asked if you had anything you wished to say or to respond to the situation and you <<insert details of employee’s response or if no response, note that employee did not respond>>.

After considering the situation it is expected that your <<conduct/performance>> improves and specifically that you <<insert advice given to employee regarding improvement of conduct e.g. outline deadlines for improvement, specific performance targets set, etc.>>

This is your <<FIRST>> warning letter. You should be aware that your employment may be terminated if your <<conduct/performance>> does not improve by <<insert date that is reasonable in this situation>>.

**OPTIONAL** I propose that we meet again on <<insert date>> to review your progress. Please let me know if this time is convenient to you.

If you wish to respond to this formal warning letter, please do so by contacting me on <<insert phone number>> or by replying in writing.

Yours sincerely,

<<Name and signature of Senior Manager>>