Template 18 - Final Written Warning

<<Date>>

<<Employee Name>>

<<Address>>

Dear <<insert employee name>>,

Final Written Warning

I am writing to you about your <<conduct/performance>>.

On <<insert date of first warning meeting>> you attended a meeting with <<insert others at meeting>>. At this meeting you were advised that your <<conduct/performance>> had been unsatisfactory. You will recall that you were previously issued with a formal warning letter dated <<insert date>> which stated that if your <<conduct/performance>> did not improve your employment may be terminated.

At our recent meeting on <<insert date>> your performance/conduct has not improved and continues to be unsatisfactory. In particular, your recent conduct <<include details of recent conduct>> is unsatisfactory. In your response to the recent conduct issues, you advised <<insert employee responses>>.

You are formally being directed not to repeat this conduct again.

This letter serves as a final warning letter in relation to your misconduct/performance at work. If significant improvement in your <<conduct/performance>> is not achieved by <<insert date>> your employment may be terminated. To reiterate, our expectation is that you <<insert advice given to employee regarding improvement of conduct e.g. outline deadlines for improvement, specific performance targets set, etc.>>. 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.

If you wish to respond to this final 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>>