# Formal Written Warning Form [Template Only]

[CLUB LETTERHEAD / LOGO HEADER]

FORMAL WRITTEN WARNING FORM

A meeting was held with [insert name of employee here] and a formal written warning was issued - details of which are below:

|  |  |  |  |
| --- | --- | --- | --- |
| Date of Discussion: |  | Time commenced: |  |
| Location: |  | Time finished: |  |

Type of warning:

 🞎 First written warning

 🞎 Second and final written warning

 🞎 First and final written warning

Employee advised of right to have a witness present:

 🞎 Yes 🞎 No

Employee wishes to have witness present:

 🞎 Yes 🞎 No

Name and position of employee witness:

|  |
| --- |
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|  |

Reasons for the written warning (attach or refer to any relevant notes / documentation):

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Employee’s response was:

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Manager’s comments:

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Agreed action:

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|  |

Follow-up date:

A copy of this written warning was provided to the employee on \_\_ / \_\_ / \_\_\_\_\_\_\_.

It was explained that future breaches or performance issues may result in further disciplinary action that may include termination of employment.

Manager’s Name (Print) Signature

Manager’s Witness’ Name (Print) Signature

Employee’s Name (Print) Signature

Employee’s Witness’ Name (Print) Signature