Date: \_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_(Name)\_\_\_\_\_\_\_\_

\_\_\_\_(Address)\_\_\_\_\_\_

Mr./Mrs./Ms.\_\_\_\_\_\_\_\_\_\_\_,

**WARNING LETTER FOR \_\_\_\_\_\_\_\_\_\_**

I write to confirm the outcome of our discussion on [insert date].

As you are aware, over the past [months/weeks], you have failed to meet the standards required by the company in the following respects: [list ways in which performance or conduct have fallen short of the required standard].

As discussed with you, we have agreed to give you until [insert date] to meet the standards required. This means that you are required to take the following actions by that date: [describe actions required].

I must warn you that, in view of previous warnings you have been given, if you fail to meet the standards required as described above by the above date, you will be dismissed.

Please let me know within five working days if you wish to appeal against this decision or if you wish to discuss any aspect of this letter.

In meantime would you please sign the enclosed copy and return it to me as an acknowledgement of receipt.

Yours Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(MR.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

Designation:

Date:

I, [Employee’s Name], [I/C Number] hereby acknowledge receipt of this letter.

[Signature].............................