FIRST AND FINAL WARNING LETTER

<insert date>

<insert employee’s name>

<insert employee’s address>

Dear <insert employee’s name>

This letter is to record and confirm the details of the discussion we had in <insert location>at <insert time of day and date> during which you were formally advised that <insert issues or behaviour> was unacceptable.

Details of our discussion and the outcomes we agreed at that meeting are recorded in the attached Advice of First and Final Employee Warning.

I confirm that you were advised that for the next <insert reasonable time frame for improvement>I will be monitoring your behaviour.

We have agreed to meet again at the end of this time to review the situation.

As explained, this is a formal written warning. If you continue to <list issues or behaviour which was unacceptable> your employment may be terminated.

Yours faithfully

<insert signature and name of person issuing the letter>

**ACKNOWLEDGEMENT**

I have read and understood this letter and the attached Advice of First and Final Employee Warning and have been given a copy.

Employee signatureDate\_\_\_\_/\_\_\_\_/\_\_\_\_