**INSERT COMPANY NAME**

**FORMAL WARNING LETTER**

[insert date]

[insert name and address of employee]

Dear Name

**Re: Insert Incident**

This letter confirms details of our discussions during a meeting that took place in [insert location] on [insert date] with [insert name of witness (if applicable)] also present. During our discussion, you were advised of my concerns regarding the incident, which involved a <insert breach>. This letter is an official warning regarding your conduct.

The specific issue of concern raised during our meeting included:

* XXXXX
* XXXXX
* XXXXX
* XXXXX

During our meeting you were unable to offer a satisfactory explanation for these issues other than to state that [insert any relevant employee comments].

Name, your blatant disregard for <breach> in the workplace is not acceptable, . Your actions leave both yourself and your employer vulnerable and must never occur again. We agreed that you would implement the following actions in order that this issue may be resolved:

<insert list of actions>

To assist you, we have agreed that [insert list of any additional support offered to help improve performance, eg. Training/Supervision if relevant].

I feel that it is only fair to inform you that if anything of this nature arises in the future, I shall have no alternative but to terminate your employment.

Should you have any further questions regarding the issues outlined in this letter, please contact me immediately.

Please sign the enclosed copy of this letter and return it to me as acknowledgement of receipt. A copy of this letter will be placed on your file.

Yours sincerely,

Name

[insert title]

I confirm that this letter summarises the details of our discussions.

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**Employee’s name: Date: Signature:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Witness name: Date: Signature:**