

Ref:

Date:

Dear

(Note to Employer - please amend or delete as required)

Warning Letter

I refer to our discussion on (day and date) regarding your recent behaviour/performance.

A record of the incident/your performance/behaviour has been entered onto your file and is attached to this letter. You have also agreed specific actions to rectify your performance/behaviour.

This letter serves to warn you of the need to adhere to the reasonable expectations of our company and instructions of management and supervisors.

Please note that further poor behaviour/performance may result in the termination of your employment with us.

Yours sincerely

Name, Title