Date: [Enter Date]

[Full Name of Employee]

[Address of Employee]

Dear [First Name of Employee],

**RE: FORMAL WARNING-MISCONDUCT**

Further to our meeting on [insert date] when we addressed your [Nature of conduct issue], this letter constitutes a formal warning.

As has been explained to you, your [Nature of Conduct issue] is unsatisfactory. In particular, your [Details of conduct issue] does not accord with [Employer’s name] expectations. You have had the opportunity to explain your conduct, but your reasons do not justify or adequately explain your [Nature of Conduct issue].

You are now on notice that without improvement, your employment is at risk of being terminated.

Please contact [Name of Manager] if you wish to discuss this matter further, or if you have any queries.

Regards

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
[Name]  
[Position Title]

Acknowledgement of receipt by the employee:

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

Employee Signature