Date: [Enter Date]

[Full Name of Employee]

[Address of Employee]

Dear [First Name of Employee],

**RE: FORMAL WARNING – UNSATISFACTORY/UNACCEPTABLE WORK PERFORMANCE**

Further to our meeting on [Enter Date] when we addressed your [Nature of performance issue], this letter constitutes a formal warning.

This formal warning follows the several informal discussions I have had with you in relation to the [Nature of performance issue or behaviour or conduct issue].

As has been explained to you, your [Nature of performance issue] is unsatisfactory/unacceptable. In particular, your [details of performance issue] does not accord with [Employer name]’s expectations.

In previous discussions and meetings, attempts were made to address the performance issue/s (or agreement was reached on a process to address the performance issue/s). It is the view of management that the unsatisfactory/unacceptable performance previously identified has not been rectified.

You have been given the opportunity to provide your views on the unsatisfactory/unacceptable performance issue/s, and these have been considered. You are now on notice that in order to improve your performance and conduct, you must:

1. [Measures to address the performance or conduct issues].

[Employer name] will monitor your [Nature of performance issue or behaviour or conduct issue].

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

If you feel you require any other assistance to improve your performance or you require any further clarification as to [Employer name]’s expectations, you should not hesitate to approach me.

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 employee and acceptance of performance issues:

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

Employee Signature