

Date

PRIVATE & CONFIDENTIAL

First Name Surname
Street Address
Suburb State Postcode

Dear First Name

RE: Formal Warning Letter

Due to a continuing decline in your performance/behavior, and the required level of performance not being sustained, I now issue you with a **Insert: First, Second or Third Formal Warning**.

Previously we have discussed inefficiencies in your performance/behavior, **Insert: Dates of previous meetings** and you have had sufficient opportunity to respond and improve. To date I am not satisfied with the level of improvement.

Together we discussed expectations/objectives and areas for improvement, including:

1. **Insert: expectation/ objective**
2. **Insert: expectation/ objective**
3. **Insert: expectation/ objective**
4. **Insert: expectation/ objective**

Over the **Insert: Time Period** I will be closely monitoring your performance/behaviour. Should your performance/behavior not improve or be sustained to the level we discussed, I will request another Formal Performance Discussion.

Should performance/behavior continue to decline or not be sustained, your employment with **Insert: Company name** may be terminated.

Should you need have any queries please contact me directly on **Insert: Contact Details**

Yours Sincerely

Insert: Managers Name

Insert: Managers Title