

PLEASE NOTE:

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SAMPLE

DATE

Dear ,

RE: WARNING LETTER

The purpose of this letter is to warn you that your work-related performance has been unsatisfactory. In particular, we draw your attention to [REDACTED].

Your performance has not been at the standard which is expected. At [insert organisation name] we expect that staff will [insert satisfactory level of performance]. [Note any other relevant details, e.g. having already offered training].

Please note that [REDACTED].

As the Organisation is committed to resolving these matters in a suitable manner, I propose that we meet again in [period of time] to review your progress.

If your work-related performance does not improve, [REDACTED]. If you wish to respond to this warning letter, please do so in writing, or contact me to arrange a meeting.

Yours sincerely,

GUIDANCE NOTES FOR EMPLOYERS

1. Warnings letters are important, because [REDACTED]
[REDACTED].
2. If you have a performance meeting with an employee, and the employee responds to the performance issues you have raised with him or her, you should [REDACTED].
3. If possible, the warning letter should indicate [REDACTED]
[REDACTED].
4. Warning letters should always make it clear that [REDACTED]
[REDACTED].
5. Rule of thumb – the longer the employee has been employed by the Employer, [REDACTED]
[REDACTED].