

[Insert Company Letterhead]

Date

Name

Address Line 1

Address Line 2

Dear [Employee],

Written Warning & Performance Improvement Notification

This letter is to provide you with a written warning and highlight the areas where your performance at [Insert Company] must be improved. The reasons for issuing this warning are outlined below:

[Insert specific reasons here]

We remind you that you are required to follow all reasonable directions of the manager or other manager on duty at all times during your shifts. This is an extremely serious matter and a copy of this letter will be retained on your employee file. You are invited to respond to this letter, should you wish to provide us with further details of your version of events.

You are required to demonstrate significant improvement in your performance at work. In particular, we expect you to:

[Insert here]

Your performance at your work will be monitored closely over the next [Insert reasonable time period], and at the conclusion of this period [Insert name] will meet with you to discuss your performance. Should you fail to improve your performance during this period, you will be subject to further disciplinary action, which may include the termination of your employment.

We now request that you sign below to indicate that you have received a copy of this letter. Should you have any questions regarding this letter or disciplinary process, please do not hesitate to contact me directly.

Yours faithfully,

Name

Title

My signature below indicates that I have received a copy of this warning letter, and that I have read and understand the contents of this letter.

Employee

Date