

[WarningDate]

[EmpSalutation] [EmpFirstName] [EmpFullName]

[EmpSuburb] [EmpState] [EmpPostcode]

Dear [EmpFirstName],

[Warningcardinality] Warning Letter

This is a written warning. This warning relates to your unsatisfactory [ConductOrPerformance] on [DateReview].

The following matters relating to your [ConductOrPerformance] were raised with you during a meeting on [MeetingDate]:

EXAMPLES

You were given an opportunity to give your account of the situation. Your response was as follows:

RESPONSE

Following review of the matters raised and your responses to them, the Human Resources Focus finds that your [ConductOrPerformance] is unsatisfactory. If there is any other unsatisfactory [ConductOrPerformance], you may be subject to further disciplinary action up to and including the termination of your employment.

As part of the review process, you have agreed that you need to take the following actions to rectify your [ConductOrPerformance] in order to avoid further disciplinary measures by the Human Resources Focus:

Actions to IMPROVE

Your compliance with the agreed actions and your workplace [ConductOrPerformance] will be reviewed on [DateNextReview]. A copy of this warning letter will be kept in your personnel file.

Please contact me if you need to discuss the contents of this warning letter.

Yours faithfully,

Owner

Human Resources Focus

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