

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 [insert poor performance details].

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 this is your [first / second] warning letter, which will remain on your personal file.

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, your employment may be at risk. If you wish to respond to this warning letter, please do so in writing, or contact me to arrange a meeting.

Yours sincerely,