<insert date here>

<insert employee’s name here>

<insert employees address here>

<insert employees address here>

Dear <insert employee’s name here>,

**FINAL WARNING REGARDING CONDUCT**

I refer to your our meeting on <insert date here> about my concerns in relation to your conduct at work.

I confirm that at the meeting the following matters were put to you concerning your conduct.

* <Briefly outline concerns here in point form>
* <Briefly outline concerns here in point form>
* <Briefly outline concerns here in point form>

These issues have been raised with you previously and you were warned on <insert date here> and <insert date here> that your performance in this area was not acceptable and improvement was required. Even though we have warned you previously and have made clear the consequences of you not addressing the issues of concern, to date we have not seen the required degree of improvement. <amend to suit the circumstances of the situation>

I further confirm that you were given an opportunity at the meeting to respond to these matters. You were provided with an opportunity to have a support person present.

I have considered the circumstances in relation to these matters and your response to the issues that have been raised. After considering your response, I do not consider that your conduct in relation to these matters meets the standard we expect of an employee.

The following matters of your employment require immediate attention and satisfactory improvement: -

* <Briefly outline what corrective action your require here in point form>
* <Briefly outline what corrective action your require here in point form>
* <Briefly outline what corrective action your require here in point form>

You are advised that unless these issues are addressed and the required improvement occurs <insert timeframe if relevant here>, it is likely that your employment will be terminated. I will endeavour to assist you where required. If you do require any assistance please don’t hesitate to speak with me.

A copy of this letter will be placed on your personnel file.

Yours sincerely

<insert name here>

<insert position title here>

<insert company name here>

I, <insert employee’s name here>, acknowledge that I have read and received copy of this written warning:

Signed:

Date: