<insert date here>

<insert employee’s name here>

<insert employees address here>

<insert employee’s address here>

Dear <insert employee’s name here>,

**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>

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. <delete this sentence if support person was not offered>

We 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>

We will be monitoring your performance going forward and will be reviewing how you address these areas of concern. We 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 understood this warning letter and have received copy:

Signed:

Date: