## Confirmation of warning – template

**Instructions**

On company letterhead.

This letter needs to be customised by the user for their specific circumstances.

This template letter is for use to confirm a warning given to an employee during a meeting that relates to poor performance or misconduct. We recommend keeping details of any such meeting.

If the warning relates to ongoing poor performance, members should ensure the employee is provided with clear expectations as to their performance as part of the process.

If the warning relates to misconduct by an employee, members should ensure the misconduct is not of a serious enough kind that should otherwise be escalated to require an employee to ‘show cause’ why their employment should not be terminated.

We recommend you seek advice prior to making a decision to warn or terminate an employee.

[*Employee name and details*]

[*Date*]

Dear [*employee name*],

**Confirmation of Warning**

This letter confirms that on [*insert date*] you were given a warning regarding [*description of misconduct or poor performance*].

As dicussed with you during the meeting, you have been warned that any further incidences of [*misconduct/poor performance*] may result in further and more serious disciplinary action being taken, which may eventually result in your dismissal.

Please contact me if you have any questions regarding this matter.

Yours faithfully,

…………………………………………………..

*[Signed by appropriate manager]*

[*Position title*]