

**[YOUR NAME / COMPANY NAME]**

[Address Line 1] · [Address Line 2]

[Phone] · [Email]

[DATE]

[Employee Name]

[Job Title], [Department]

**Subject: [First / Second / Final] Written Warning**

Dear [Employee Name],

This letter constitutes a formal [first/second/final] written warning regarding [THE ISSUE — e.g. repeated unauthorised absence, failure to meet performance targets, breach of company policy], most recently on [DATE(S)].

Specifically: [FACTUAL DESCRIPTION OF THE INCIDENT(S) — dates, what happened, which policy or standard was breached, and any prior verbal or written warnings].

We require the following improvement: [CLEAR EXPECTATIONS — what must change, measurable where possible] within [REVIEW PERIOD]. [SUPPORT OFFERED — e.g. training, check-ins with your manager.]

Please understand that failure to improve, or any repetition of this conduct, may result in further disciplinary action up to and including termination of employment. This warning will remain on your file for [PERIOD]. You may respond in writing or request a meeting within [NUMBER] days.

Yours sincerely,

[Manager Name]

[Title]

Employee acknowledgement (receipt, not agreement): \_\_\_\_\_ Date: \_\_\_\_\_