

First Written Warning Form

(Put on company letterhead)

Date:

Subject: First Formal Warning in relation to the employment of (insert employee's name)

Dear (insert employee's name),

I write as a consequence of a performance review held with you on (insert date), following an initial counselling which you attended on (insert date). As discussed with you at the performance review, the company remains dissatisfied with you apparent inability to address the matters raised and discussed with you at the initial counselling.

I therefore now have no alternative but to issue this first formal warning as part of the company's disciplinary procedures. I would ask you again to ensure that you address the following matters, as discussed, in order to resolve the matters entirely:

- 1.
- 2.
- 3.

I am available to assist you in resolution of the above matters, however must advise that unless you satisfy the outstanding matters in a way discussed with you, you leave the company with no alternative but to reconsider your employment.

Your response to the issues raised was as follows:

- 1.
- 2.
- 3.

I intend to review your performance specifically in the areas discussed on (insert date), at which you are entitled to be represented.

Yours sincerely,

Employer:

Employer Witness:

Employee:

Employee Witness:

I (employee to insert their name), accept receipt of this first formal warning issued to me on (insert date) and have been made aware of its consequences.