

(Dogs' Homes Letter head)

(Name)
(Address)

(Date)

Dear ***(employee name)***

Re: Formal Warning

This letter confirms details of our discussions during a meeting that took place in ***(location)*** on ***(date)*** with ***(name of witness/s if applicable)*** also present. During our discussion you were advised of my concerns regarding ***(briefly summarise performance/conduct issue)***. ***(If relevant)*** You will recall that I had previously raised this issue verbally with you on ***(date of verbal warning)*** and at a meeting(s) held on ***(date of meeting)***.

The specific issues of concern raised during our meeting included:

- ***(List specific performance issues)***

During our meeting you were unable to offer a satisfactory explanation for these performance/conduct issues other than to state that:

- ***(quote any relevant comments from employee)***.

The performance/conduct issues listed above are not acceptable to the Dogs' Homes of Tasmania standards and must be improved. We agreed that you would implement the following actions in order that this issue may be resolved:

- ***(List of actions)***

To assist you, we have agreed that:

- ***(list any additional support offered to help improve performance, eg training)***

This letter is an official warning regarding your performance/conduct. I have no doubt that you will endeavour to rectify the situation. Please be assured of continued commitment by the Dogs' Homes of Tasmania and myself in assisting you in every way possible.

We have agreed to meet again on **(review date)** to review your progress in this matter. I feel that it is only fair to inform you that if the concerns raised in this letter are not addressed by this date, I shall have no alternative than to issue a second warning regarding this matter. Continued failure to improve your performance may lead to termination of employment with the Dogs' Homes of Tasmania.

Should you have any further questions regarding the issues outlined in this letter, please do not hesitate to let me know. To acknowledge your receipt that this letter accurately summarises the details of our discussion, please sign the enclosed copy and return it to me. A copy of the letter will be placed on your file.

Yours sincerely

(Manager's name, title and signature)

I confirm this letter accurately summarises the details of our discussions.

Employee's Name:

Signature:

Date: / /