

PERFORMANCE – FIRST WRITTEN WARNING

Introduction:

The first written warning should include the following key elements:

- Reinforce the standard of performance or conduct expected, the employee's failure to meet the standard and the severity of the situation;
- Ask for the employee's response. The response and the Manager's consideration of the response should be noted and recorded in the warning;
- Nominate a suitable review period to monitor performance/conduct;
- Outline the consequences of continuing the unsatisfactory performance/conduct; and
- Make reference to previous oral warnings and their dates.

Date:

Name:

Address:

Dear _____,

RE: First Official Warning in relation to Conduct/Performance.

As you know, *(insert the name of the staff member in authority over the employee concerned, if not the person actually signing the letter)* has been working with you to improve your performance *(insert period of time)*. But unfortunately performance issues remain unresolved. This is your first official warning *(specify details of unacceptable conduct/performance)*.

The warning follows the counselling/disciplinary interview held on *(date)* in relation to the issue(s).

During this interview, you made *(the following)* or *(no)* comments in relation to your *(misconduct)* or *(performance)* *(insert response if applicable)*.

(Repetition of this conduct or failure to improve) may result in the termination of your employment.

Your *(conduct/performance)* will be reviewed *(date)*.

This warning will be placed on your personnel file, and will remain current, in relation to the issues addressed above for a period of ___ months.

If you would like to discuss this matter further, please do not hesitate to contact the undersigned.

Yours faithfully,

(relevant officer).