**FINAL WARNING LETTER**

***[Insert date]***

Dear ***[insert employee’s name]***,

**Re: Final warning**

This letter confirms details of our discussions during a meeting that took place in ***[insert location]*** on ***[insert date]*** with ***[insert name of any witnesses]*** also present. During our discussion, you were advisedof my concerns regarding ***[insert brief summary of performance issue]***. You will recall that I hadpreviously raised this issue verbally with you on ***[insert date of verbal warning]*** and in writing on ***[insert date]***.

To date, I have not been satisfied with your work performance. I do not believe that your work is of a standard I expect of a person at your level within ***[insert business name]*** (the Company). In particular, the specific issues of concern raised during our meetings include:

• ***[insert description of specific performance issues]***

During our meeting you were unable to offer a satisfactory explanation for why these performance issues remain unresolved, despite our discussion, other than to state that ***[insert any*** ***relevant employee comments]***.

***[Insert name of employee]***, the performance issues listed above are not acceptable to the Company and you must resolve these issues. We agreed that you would implement the following actions so these issues may be resolved:

• ***[insert list of actions]***

To assist you, we have agreed that ***[insert list of any additional support offered to help improve performance, e.g. training]***.

The Company is committed to taking all reasonable measures to ensure satisfactory conduct and performance by all its employees at work. If there is any reason or explanation for your failure to resolve these matters to the Company’s satisfaction, please do not hesitate to contact me so that we can discuss this.

However, you should appreciate that failure to resolve these matters to date jeopardises your continuing employment with the Company. In the interest of your future career with the Company, I strongly recommend you endeavour to address these issues without delay. Please be assured of continued commitment by the Company and myself in assisting you in every way possible.

We have agreed to meet again on ***[insert review date]*** to review your progress in this matter. Should you have any further questions regarding the issues outlined in this letter, please do not hesitate to let me know.

To acknowledge your agreement that this letter accurately summarises the details of our discussion, please sign the enclosed copy and return it to me.

A copy of this letter will be placed on your file.

Yours sincerely,

***[Insert name and position title]***