**Warning Letter**

To:

From:

Date:

Subject: Written Warning (list out the details of misconduct)

I am writing to you about your **(performance/conduct)** during your employment with **(organization name/ employer name)**

On **(date)** with **(incident)**, this **(incident)** you were advised that your **(performance/conduct)** has been unsatisfactory, and that immediate improvement is required.

In particular you were advised that (explanation of unsatisfactory performance or conduct).

This is your **(first/second)** warning letter. Your employment may be terminated if your **(conduct/performance)** does not improve by **(date that is reasonable in this situation)**.

Yours sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:

Position: