Warning Letter with Acknowledgement

Issued by the company; the employee signs the acknowledgement.

ORGANISATION | REF. NO. | DATE

ADDRESS

To

NAME | DESIGNATION / ORGANISATION

ADDRESS

Subject: Written warning

EMPLOYEE NAME | EMPLOYEE ID | WARNING LEVEL

ISSUE | INCIDENT DATE(S)

DETAILS AND EARLIER DISCUSSIONS

IMPROVEMENT EXPECTED AND BY WHEN

This letter is a formal warning about the issue described. We expect the improvement stated. If the issue continues, further action may be taken under the company's standing orders or disciplinary policy, which may include termination after due process.

Support available: you may discuss this with your manager or HR, and use the employee assistance programme if one applies.

SIGNATORY NAME | DESIGNATION

Company

SIGNATURE

PRINTED NAME

DATE

Acknowledgement

YOUR COMMENTS (OPTIONAL)

☐ I acknowledge receiving this letter. Signing confirms receipt only, not agreement.

Employee

SIGNATURE

PRINTED NAME

DATE