

WARNING LETTER TO EMPLOYEE

To: _____
Employee Name: _____
Employee ID: _____
Position: _____

This letter serves as a formal warning regarding your conduct and performance at the workplace. It is our duty to inform you of areas where your behavior or performance does not meet the standards expected by the Company. This warning is issued in accordance with the Fair Work Act 2009 (Cth) and relevant Australian employment law and policies.

1. Description of Misconduct or Performance Issues

The specific issues that have given rise to this warning include, but are not limited to, the following: _____ . Please note that these issues have been discussed with you previously on various occasions.

2. Reference to Prior Discussions or Warnings

You have previously been counselled on these matters on _____ (date omitted), and were advised to improve your conduct/performance. Despite these efforts, there has not been adequate improvement.

3. Expectations and Required Improvements

You are required to take immediate corrective action to improve your conduct and/or performance. Specifically, you must: _____. Failure to comply with these requirements may lead to further disciplinary action, including termination.

4. Support and Assistance

The Company is committed to supporting you in achieving the necessary improvements. Please contact your supervisor or Human Resources if you require assistance, training, or support.

5. Consequences of Non-Compliance

Please be advised that failure to improve or any recurrence of the issues outlined above may result in further disciplinary measures up to and including termination of your employment.

6. Employee Response

You have the right to provide your response or explanation to this warning in writing or verbally within a reasonable timeframe.

7. Confidentiality and Record-Keeping

This warning letter and any responses will be kept on your personnel file and treated in accordance with applicable privacy laws.

8. Contact Details for Queries

Should you have any questions or wish to discuss this matter, please contact the Human Resources department at: _____.

9. Legal Compliance

This warning is issued in compliance with the Fair Work Act 2009 (Cth), the National Employment Standards, and all applicable Australian laws and regulations regarding employee disciplinary procedures.

Please treat this matter with the utmost seriousness. Your cooperation and immediate action to address the concerns detailed above are essential. This letter constitutes a formal record of the warning issued to you.

Manager's Name:

Employee's Name:

Signature: _____

Signature: _____

Date: _____

Date: _____

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