

# WRITTEN WARNING LETTER

To: \_\_\_\_\_

Position: \_\_\_\_\_

From: \_\_\_\_\_

Position: \_\_\_\_\_

**Subject:** \_\_\_\_\_

Written Warning Regarding Conduct and Performance

Dear Sir/Madam,

This letter serves as a formal written warning regarding your conduct and/or performance as an employee of the Company. This action is being taken in accordance with our workplace policies and procedures, in compliance with Australian employment law.

## **Details of the Warning:**

The following issues have been identified and require your immediate attention and improvement: - [Describe specific incidents, conduct, or performance issues clearly and objectively.] - [Include any relevant dates, locations, and involved parties.] - [Reference any prior verbal warnings or discussions if applicable.]

## **Required Actions:**

You are required to take the following actions to address and rectify the issues outlined above: - [Specify the required improvements, behaviors, or performance standards.] - [Indicate any support, training, or resources available to assist the employee.] - [State the expected timeline for improvement.]

## **Consequences of Non-Compliance:**

Failure to make the required improvements or to adhere to company policies may result in further disciplinary action, up to and including termination of your employment, in accordance with the Fair Work Act 2009 and applicable workplace laws.

## **Right to Respond:**

You have the right to respond to this warning in writing and to provide any explanations or evidence you would like the Company to consider. Please submit any response within a reasonable timeframe.

## **Confidentiality:**

This warning letter and any related correspondence will be kept confidential and maintained in your employment record in accordance with privacy laws and Company policies.

## **Contact for Clarification:**

Should you have any questions regarding this warning or require clarification on any matters herein, please contact your immediate supervisor or the Human Resources department.

Please consider this letter a serious opportunity to improve and continue your valuable contribution to the Company.

Yours sincerely,

**Manager's Signature**

**Employee's Signature**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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