

Warning Letter Template

To,
Recipient's Name
Recipient's Designation

Date:

Subject: (Describe the reason for warning very briefly)

Dear (Recipient's Name)

Body (The first paragraph should be as direct as possible and make the most impact. Let the employee know what they are being warned about and state the details or repercussions of the incident if required.)

(The second paragraph must emphasize the fact that such behaviour will not be tolerated again and may result in suspension or termination)

(Conclude the letter with a third paragraph, signing off and stating for a positive change in the behaviour/performance of the recipient.)

Sincerely,

Sender's Name
Designation
Address
Signature

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101 Sample Write-Ups for Documenting Employee Performance Problems Paul Falcone, 2010-03-24 Whether you're addressing an initial infraction or handling termination worthy transgressions you need to be 100 percent confident that every employee encounter is clear, fair and most importantly legal. Thankfully HR expert Paul Falcone has provided this wide-ranging resource that explains in detail the disciplinary process and provides ready-to-use documents that eliminate stress and second-guessing about what to do and say. Revised to reflect the latest developments in employment law, the third edition of *101 Sample Write-Ups for Documenting Employee Performance Problems* includes expertly crafted, easily customizable write-ups that address sexual harassment, absenteeism, insubordination, drug or alcohol abuse, substandard work, email and phone misuse, teamwork issues, managerial misconduct, confidentiality breaches, social media abuse and more. With each sample document also including a performance improvement plan, outcomes and consequences and a section of employee rebuttal, it's easy to see why over 100,000 copies have already been sold, making life for managers and HR personnel significantly easier when it comes to addressing employee performance issues.

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