

[Print on Employer's Letterhead] [Company Name and Address]

<<Employee's Name>>
<<Address>>
<<Address>>
<<Post Code>>

<<Date>>

Dear << >>

Re: Poor Performance - First Formal Warning

Following the meeting of <<Date>> I, <<Name of the Company>>, to confirm the decision taken that you be given <<Number of Warnings>> We attach a further copy of the Company's Disciplinary Policy and <<Company Name>> for your convenience.

This warning will be placed in your personnel file. It will be disregarded for disciplinary purposes after a period of << 6 >> months if your conduct performance reaches a satisfactory level.

In confirmation of the current position:

1. The nature of the unsatisfactory performance <<Provide details>>
2. The following improvement is expected <<Details>>
3. The performance improvement period is <<state period>>
4. The likely consequence of insufficient improvement is <<a final written warning>>

[We will continue to monitor and support you to ensure you meet the standards expected of you.] We encourage you to continue to improve and hope that you can achieve a satisfactory level of performance.

You have the right to appeal against this warning. If you wish to appeal you should set out the grounds of appeal in a letter to <<Name of the Company>> within <<Number of days>> of receiving this warning.

Yours sincerely

<<Name & Title>>

For and on behalf of <<Company Name>>