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Formal warning letter — unsatisfactory employee performance

Description: This is a precedent formal warning letter to an employee due to unsatisfactory performance, behaviour or conduct.

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Formal warning letter

[Date]

[Employee name]

[Insert address]

Dear [employee name],

Further to our meeting on [insert date], this is a formal warning. This formal warning is in relation to your [performance/behaviour/conduct].

Your [performance/behaviour/conduct] is [performance] do not accord with the Company's requirements. You have not explained your performance, but your [performance/behaviour/conduct].

You are now on notice that in order to improve your performance:

- [insert details of what is required to improve your performance]

The Company will be monitoring your [performance] unless there is an improvement in your performance within the specified period.

If you feel that you require any assistance or clarification as to what is expected by the Company, please contact your manager.

I sincerely hope that your [performance] will be rewarding career with the Company. Please contact me if you have any queries.

Yours faithfully,

[insert]

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