

First Warning Letter

Date

Dear (Employee Name),

This letter is to confirm the details of the discussion we had on (date) at (mention venue) during which I formally advised you that your performance is under the expected standard of our organization. [or mention the relevant reason] / This letter is to confirm the details of the oral warnings I gave you on (mention date1) and (mention date2) regarding your poor performance. [or mention the relevant reason]

As we discussed I informed you that / In the first and second oral warnings I clearly mentioned to you that .....(state briefly how the employee was warned).

You were advised that for the next (mention the time period), I would be monitoring your performance and it was agreed that if you fail to improve your performance you would be given a written warning.

As explained this is your first formal warning.

If you continue to perform poorly then this will lead to your second formal warning in three months time. The negligence of the second formal warning may/will potentially result in the termination of your employment with this firm.

Yours Sincerely,

.....  
<<Name of the HR Manager>>  
HR Manager