

**STRICTLY PRIVATE AND CONFIDENTIAL**

Dear [redacted],

**FINAL WRITTEN WARNING LETTER**

I refer to the [redacted] verbal reminders, the [redacted] review meetings held on [redacted] between [redacted] and me, and the [redacted] letter [redacted] to you on [redacted] in an effort to [redacted] you to perform to an [redacted] level.

During the [redacted] performance [redacted] hearing held on [redacted] I have brought to your [redacted] that you have failed to [redacted] the targets set for [redacted] based on the first [redacted] letter dated [redacted]. As such, your [redacted] work [redacted] is still [redacted] and [redacted] my [redacted]. I have also [redacted] the [redacted] of the discussion to [redacted] to you incidents [redacted] your poor [redacted] performance which [redacted] of particular [redacted] to the company, [redacted]:

- you [redacted] to be [redacted] late for [redacted] your [redacted] use of racist [redacted] sexist [redacted] towards [redacted] we [redacted] to [redacted] complaints from [redacted] accusing you of [redacted] rude and [redacted] your [redacted] failure in carrying out [redacted] instructions

[redacted] on the [redacted] of the [redacted], the [redacted] was taken to [redacted] you a final [redacted] under the [redacted] capability [redacted].

The [redacted] for this final [redacted] warning is [redacted] you [redacted] previously given [redacted] warning [redacted] your [redacted] on [redacted], which [redacted] not yet [redacted], and your [redacted] has [redacted] to be [redacted] despite [redacted] and other actions [redacted] by your [redacted] numerous [redacted] to you for [redacted] disruptive [redacted] in the office initial [redacted] action was [redacted] against you on [redacted] in the [redacted] of a [redacted] first [redacted] warning.

At the [redacted], I have [redacted] the standards of [redacted] of you and I have [redacted] set the [redacted] targets for [redacted]:

- [redacted] to work on-time [redacted] no incidence of [redacted] until the next [redacted] review no [redacted] incidence of [redacted] and sexist [redacted] used [redacted] no complaints from [redacted] accusing you of [redacted] rude and aggressive [redacted] out standing [redacted] without [redacted]

I expect these [redacted] by [redacted] and will [redacted] with you on [redacted] to review your progress.

It has also been [redacted] that the [redacted] actions will be undertaken:

- examples: [redacted] for you to [redacted] some [redacted] training in [redacted] area of [redacted] sending [redacted] on an [redacted] opportunities [redacted] course [redacted] you [redacted] and [redacted] offering you the [redacted] of the [redacted]

On [redacted] of [redacted] factors set out [redacted], I am [redacted] you this [redacted] which also serves as [redacted] last [redacted] to [redacted] immediate and [redacted] in your work [redacted]. For this purpose, I will [redacted] monitor your [redacted]. If your [redacted] not meet my [redacted] or if similar performance [redacted] recur in [redacted], you will be [redacted] to a [redacted] performance review for [redacted] at the end of which if [redacted] is no [redacted] the firm [redacted] have to [redacted] your [redacted] in the [redacted].

This [redacted] shall be placed [redacted] on your [redacted] file but shall be [redacted] for [redacted] and disciplinary [redacted] after [redacted], provided the [redacted] set out [redacted] are [redacted] and [redacted] throughout that [redacted].

Failure to [redacted] and maintain the [redacted] improvements [redacted] that [redacted] is [redacted] to [redacted] in a [redacted] inquiry, which [redacted] lead to [redacted] dismissal.

If you [redacted] to appeal [redacted] this [redacted], you [redacted] inform [redacted] in writing by [redacted], stating your [redacted] of [redacted] in full.

I trust [redacted] you [redacted] take this [redacted] seriously [redacted] take [redacted] to [redacted] on your [redacted] and work [redacted] to meet the [redacted] level [redacted] of you.

If you [redacted] any questions [redacted] this [redacted], [redacted] contact [redacted].

Yours faithfully,

Name: [redacted]

Designation: [redacted]