

STRICTLY PRIVATE AND CONFIDENTIAL

Date: _____

To: _____

Dear _____,

FIRST WRITTEN WARNING LETTER

I refer to our verbal _____ and to the _____ review meeting held on _____ you and _____ in an effort to _____ you to perform to an _____ level.

As per the _____ of the _____, I have _____ to your _____ that your _____ work performance is _____ and below my _____. I have also taken the opportunity of the _____ to _____ to you _____ your work _____ which are of _____ concern to me, _____:

- you were _____ late for _____ I had _____ to _____ that you _____ used _____ and sexist _____ towards your _____ I have _____ a series of _____ from _____ accusing you of _____ rude and _____ failure to _____ out standing _____

At the _____, I have also _____ the standards of _____ of you and I _____ now set the _____ targets for _____:

- report to _____ on-time with no _____ of _____ until the next _____ review no _____ of _____ and sexist _____ used _____ colleagues no _____ from _____ accusing you of _____ rude and _____ carry out _____ instructions _____ fail

I _____ these _____ by _____ and I will _____ with you again on _____ to review your _____.

It _____ also been _____ that we are _____ for you to undertake _____ professional _____ in the area of people _____ we _____ sending _____ on an equal _____ training _____ we are _____ you _____ and _____ the _____ is _____ you the _____ of the company _____.

Based on the _____ of the _____, the _____ was _____ to give _____ a first _____ warning _____ the performance _____. The _____ for the _____ is _____ your _____ has been _____ as described _____.

This _____ shall be _____ permanently on _____ but _____ be disregarded for _____ and _____ purposes after _____, provided the _____ set out _____ are achieved and maintained _____ that time.

Failure to _____ and _____ the necessary _____ during that _____ is likely to _____ in a further _____ review _____, which _____ lead to a _____ written _____ or, in the _____ of gross _____ of duties, to dismissal.

If you _____ to appeal _____ this _____, you _____ inform _____ in writing by _____, stating _____ of appeal in full.

I trust _____ you will _____ this warning _____ and take _____ opportunity to _____ on your _____ and work _____ to meet the _____ expected of you.

If _____ have any _____ regarding this _____, please contact _____.

Yours faithfully,

Name: _____

Designation: _____