

## EMPLOYEE 2<sup>nd</sup> FORMAL WARNING / DISCIPLINE NOTICE

(Insert your letterhead)

or

(Your Name)

(Company / Business)

(Address)

Date

(Recipient's Name)

(Recipient's Position)

(Recipient's Company / Business)

(Recipient's Address)

(Salutation)

This letter is to serve as a formal warning that your performance, which has previously been discussed with you, remains unsatisfactory.

This warning has been issued due to the following circumstances:  
(Detail briefly and accurately the nature of the problem)

We expect that you will give this matter the attention that it warrants, and take steps to immediately correct the problem. Failure to do so may result in termination of your employment, or a reassessment of your employment conditions.

If you have any questions concerning this letter, or if there are any circumstances which you feel have not been taken into consideration, please discuss this matter with your supervisor.

(Ending)

(Signature)

(Your name)

(Your title (optional))