

Written Warning

Formal Disciplinary Warning Letter

Template Version 1.0 | June 2026

PRIVATE AND CONFIDENTIAL

Date:

Reference Number:

To:

Employee Name:

Position:

Department:

Warning Level

This letter constitutes a:

- ☐ First Written Warning
- ☐ Second Written Warning
- ☐ Final Written Warning

Subject: Formal Written Warning

Dear [Employee Name],

This letter serves as a formal written warning regarding your conduct/performance as detailed below.

This warning is being issued following [a meeting held on DATE / investigation into the matter / previous verbal warning(s)].

Meeting Details

Meeting Date:

Meeting Time:

Meeting Attendees:

Note: The employee was offered the opportunity to have a support person present.

☐ Employee had a support person present

☐ Employee declined support person

Details of Issue

Nature of concern:

☐ Misconduct

☐ Performance

☐ Attendance / Punctuality

☐ Policy breach

☐ Workplace behaviour

☐ Other:

If other, specify:

Detailed description of the issue/incident:

Date(s) and specific examples:

How this breaches company policy / employment standards:

Previous Warnings and Discussions

Details of any previous verbal or written warnings, including dates:

This warning follows:

☐ Verbal counselling / informal discussion

☐ First written warning dated:

Date of first warning:

☐ No previous formal warnings

Employee Response

Summary of employee's response/explanation (from disciplinary meeting):

Required Improvement

What is expected of the employee going forward:

Specific improvement actions required:

Timeframe for improvement:

Support Offered

The following support will be provided:

- ☐ Additional training
- ☐ Mentoring / coaching
- ☐ Clear written guidelines
- ☐ Regular check-in meetings
- ☐ Employee Assistance Program referral
- ☐ Other:

Details of support:

Consequences of Further Issues

Please be aware that:

- This warning will be recorded on your personnel file.
- Further instances of similar conduct or failure to improve may result in additional disciplinary action, up to and including termination of employment.
- This warning will remain active for a period of [6/12/24] months, after which it may be removed from your active file subject to satisfactory conduct/performance.

Warning validity period (months):

Review

Review meeting scheduled for:

At this meeting, we will discuss your progress and whether the required improvements have been achieved.

Right of Response

You have the right to provide a written response to this warning, which will be attached to your personnel file along with this letter.

If you wish to appeal this warning, please submit your appeal in writing to [HR Manager / Senior Manager] within [5/10] working days of receiving this letter.

Appeals to be submitted to:

Appeal deadline:

Closing

We trust that you understand the seriousness of this matter and are committed to making the necessary improvements. If you have any questions about this warning or require clarification on any points, please discuss these with your manager or HR.

Yours sincerely,

Manager Name: _____

Position: _____

Signature: _____

Date: _____

Employee Acknowledgement

I acknowledge receipt of this written warning. I understand that signing this acknowledgement does not necessarily indicate agreement with its contents.

- ☐ I acknowledge receipt of this warning
- ☐ I wish to provide a written response (attached)
- ☐ I do not wish to provide a written response at this time

Employee Signature: _____

Date: _____

For HR Use Only

Copy provided to employee:

Filed in personnel record:

HR signature:

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