[Date]

**Private and Confidential**

[Insert Employees Full Name]

[Residential Address]

Dear [Insert Name],

**Formal Warning Letter**

I am writing to you about your [performance/conduct] during your employment with Woodlands Long Daycare and Kindergarten (the employer).

On [insert date] you met with [insert name] and [witness name]. At this meeting you were advised that your [choose - performance/conduct] has been unsatisfactory, and that immediate improvement is required. In particular you were advised that [briefly state performance/conduct discussed at meeting].

In the meeting you were asked if you had anything you wished to say or to respond to the situation and you [insert details of the employee’s response] OR [did not respond].

After considering the situation it is expected that your [conduct/performance] improves in accordance with the Performance Improvement Plan and time frame discussed. A requirement of this warning is that you are to continue to participate in a Performance Improvement Plan taking onboard the strategies and support set out in the plan.

After careful consideration of your response it has been decided to issue you with a formal warning. This is your [first/second/first and final] warning letter. If there are further instances of [failing to follow reasonable and lawful directions] OR [unsatisfactory behaviour or performance during this plan] disciplinary action may be taken at that time.

Please note, this matter is strictly confidential. You are directed to refrain from discussing any of the matters raised in this letter with any other employee unless that person is acting as your support person. We may take disciplinary action against you if you disclose this matter to other employees in breach of that direction.

I propose that we meet again on [insert review date on PIP] to review your progress. If you wish to respond to this formal warning letter please do so by contacting me on [insert phone number] or [insert email address].

Kind regards,

[Name]

[Position]

[Contact details]