WARNING LETTER

Mr.<<emp\_name>>

Emp. No.<<emp\_code>>

Designation.<<emp\_designation>>

This letter is to record and confirm the details of the discussion we had in <<location\_name>>at<<date>>during which you were formally advised that <<emp\_behaviour>>was unacceptable.

Details of our discussion and the outcomes we agreed at that meeting are recorded in the attached Advice of First and Final Employee Warning.

We have agreed to meet again at the end of this time to review the situation.

As explained, this is a formal written warning. If you continue to <<emp\_behaviour>> your employment may be terminated.

Yours faithfully