

*[Company Letterhead]*

Date: [DD Month YYYY]

Ref: [HR/WARN/\_\_\_\_\_]

[Employee Full Name]

[Designation], [Department]

**Subject: First written warning**

Dear [Mr/Ms Last Name],

On [date] at [time / place] you [describe the conduct precisely: e.g. reported for duty two hours late without informing your supervisor; failed to complete the [task] assigned on [date]]. This is contrary to [clause [x] of your letter of appointment / section [x] of the Employee Handbook / the instruction given to you on [date]].

This matter was discussed with you on [date], when you [gave the following explanation: ... / offered no acceptable explanation]. Having considered it, the Company has decided to issue you this **first written warning**.

You are required to [state the improvement expected, e.g. report for duty at the rostered time and inform your supervisor of any unavoidable delay before the start of the shift] with immediate effect. Your conduct will be reviewed on [date]. Please note that a repetition of this conduct, or any further misconduct, may lead to further disciplinary action, including a final warning, suspension or termination of employment after due process.

This warning will remain on your personal file for [twelve] months. You may respond in writing within [seven] days if you wish to place your comments on record.

Yours faithfully,

.....

**[Name of Authorised Signatory]**

[Designation]

[Company Name]

I acknowledge receipt of this letter (receipt does not signify agreement): ..... [Employee Name]

Date: .....