

[Print on Employer's

Company Name and Address]

<<Employee's Name>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Dear << >>

Re: Poor

Formal Warning

Since your First Formal meeting [P
[and congratulate you on] your imp
achieved.

<<Date>> I am writing to acknowledge
the standards of work you have recently

I hope you can maintain this level
monitored/supervised [and should
be disregarded after a period of <<

rk will continue to be
intained the Formal Warning shall then

Yours sincerely

<<Name & Title>>

For and on behalf of <<Company

S

A

M

P

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E