**Final Warning template letter**

Date

Name

Address

Address

Dear Name

**Re; Final Warning**

A meeting was held on (date and time) to discuss an alleged misconduct/poor performance. Those present were (Names).

The allegation being investigated was that you ......................

Your explanation for this was ....OR…You were unable to provide an explanation for this behaviour.

Since the meeting I have considered all the facts and the explanation provided by you. I have decided that

 - less serious misconduct has occurred a second time.

 - serious misconduct occurred but there were mitigating circumstances.

This warning is issued accordingly.

(If appropriate

You received a first/second warning regarding ...(describe misconduct) on (date). This is therefore your final warning.

If there is a repetition of similar misconduct your employment with [TAFE] will be terminated.

Yours sincerely

Manager

Name