**First Warning Letter Template**

Date

Name

Address

Address

Dear Name

**Re: First 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. This first warning is issued accordingly.

If appropriate

(In future you will be required to .... -report in sick by calling .....-produce a medical certificate for any sick leave)

This is a first warning and it remains in place for 12 months. This means that if there is a repetition of similar misconduct within the next 12 months you may be issued with a final warning which in turn may lead to the termination of your employment.

Yours sincerely

Manager

Name