

# EMPLOYEE WARNING LETTER

Employee Name: \_\_\_\_\_

Position: \_\_\_\_\_

Manager/Supervisor: \_\_\_\_\_

## **Subject:**

Formal Warning Regarding Conduct and Performance

## **Introduction:**

This letter serves as a formal warning regarding your conduct and/or performance at [Company Name]. We are committed to maintaining a professional, safe, and productive work environment for all employees.

## **Details of Warning:**

It has been observed and documented that your conduct and/or performance in the following areas does not meet the required standards: - [Describe specific incidents, behaviours, or performance issues] - [Include dates, times, and any witnesses if applicable] This behaviour/performance is considered unacceptable and in breach of company policies and/or your employment contract.

## **Relevant Policies and Legal Compliance:**

This warning is issued in accordance with the Fair Work Act 2009 (Cth) and all applicable Australian workplace laws. You are reminded that adherence to company policies, including but not limited to the Code of Conduct, Workplace Health and Safety policies, and anti-discrimination laws, is mandatory.

## **Required Improvements and Expectations:**

You are required to immediately address the issues outlined above by: - [Specify required changes in behaviour or performance] - [Outline any training, counselling, or support to be provided] - [Indicate any review periods or follow-up meetings] Failure to demonstrate satisfactory improvement may result in further disciplinary action, up to and including termination of employment.

## **Employee Rights:**

You have the right to respond to this warning in writing and to be accompanied by a support person or representative in any meetings related to this matter. You are encouraged to raise any concerns or provide explanations regarding the issues outlined above.

## **Confidentiality and Record Keeping:**

This letter and any related documents will be placed on your personnel file and will be treated confidentially in accordance with applicable privacy laws. Access will be limited to those with a legitimate need to know.

## **Acknowledgement:**

Please sign below to acknowledge receipt of this warning letter. Your signature does not necessarily indicate agreement with the contents but confirms that you have read and understood the letter.

**Employee Signature**

**Manager/Supervisor Signature**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Original source of this document:

<https://legaltemplates-au.com/employee-warning-letter/>

Did you find this template helpful?

Find more updated templates at:

<https://legaltemplates-au.com/>

[View more templates](#)

This template is intended exclusively for personal, non-commercial use.  
If distributed or published, the source must be mentioned.

This template is provided for guidance only and does not constitute legal advice.  
It is recommended to consult a legal professional for each specific case.