

FIRST AND FINAL WARNING LETTER

To: _____

Address: _____

Subject:

First and Final Warning regarding Breach of Employment Obligations

1. Introduction

This letter serves as a formal first and final warning to you in relation to your conduct and/or performance at work which has been found to be in breach of your employment obligations.

2. Details of Breach

It has been brought to our attention that you have committed the following breaches of your employment contract, company policies, and/or workplace procedures:

_____. Please note that such behaviour is unacceptable and in violation of your contractual duties.

3. Previous Discussions and Warnings

Prior to this letter, you have been counselled verbally and/or provided with informal warnings regarding similar issues. Despite these discussions, the issues have persisted or recurred.

4. Required Improvements

You are required to immediately remedy the breaches outlined above. You must comply fully with all employment obligations, company policies, and lawful instructions.

5. Consequences of Non-compliance

Failure to improve your conduct and/or performance and comply with the above requirements may result in further disciplinary action, up to and including termination of your employment.

6. Opportunity to Respond

You are invited to provide a written response to this warning and any explanations or mitigating circumstances you wish to have considered. Please provide your response within a reasonable timeframe.

7. Support and Assistance

Should you require any support, training, or assistance to meet your employment obligations, please contact your manager or Human Resources immediately.

8. Confidentiality

This letter and its contents are confidential and must not be disclosed to any person except as required in the course of your employment or by law.

9. Governing Law

This warning letter is issued in accordance with Australian employment law and the Fair Work Act 2009 (Cth).

10. Acknowledgment

Please sign below to acknowledge receipt of this letter. Signing does not indicate agreement but confirms you have received and understood this warning.

EMPLOYER'S REPRESENTATIVE

EMPLOYEE

Signature: _____

Signature: _____

Name: _____

Name: _____

Position: _____

Date: _____

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