

<Date>

Business Name
Business Address Line 1
Business Address Line 2

<Employee Name>
<Employee Address Line 1>
<Employee Address Line 2>

Dear <Employee>,

'WITHOUT PREJUDICE'
RE: PERFORMANCE AND CONDUCT CONCERNS

You have recently been advised that <business name> has very serious concerns about your performance.

On <date> you attended our office and met with myself and <company witness name>, to respond to these concerns. It was noted at the meeting that <employee's witness name>, was present at the meeting as your support person.

Following careful consideration of the issue and your responses, we have formed the view that your:

- <performance concern>

Is unacceptable. Upon consideration of your response, we have formed the view that you have breached the terms and conditions of your employment, as specified in your employment contract, and our policies and procedures.

Additionally, we note that you have received formal disciplinary warning:

- First Written Warning issued on <date> for <reason>

You should consider this letter to constitute a Second formal disciplinary warning with regard to your conduct and performance of duties as outlined above. We direct that, in future, you adhere strictly to our instructions with regard to the following:

- <performance concern action>
- Comply at all times with Company Policies and Procedures and the terms and conditions of your employment, as specified in your employment contract;

You are reminded that your performance and conduct will continue to be monitored. Failure to comply with Company Policies and Procedures and the terms and conditions of your employment, as specified in your employment contract; may result in (subject to investigation and your response) the issue of further written warnings or the termination of your employment.

Please confirm you have read and understood this disciplinary warning by signing a copy of this letter, which will be placed on your personnel file. The original is for your records.

Should you have any questions or queries regarding the content of this letter please contact the undersigned at your earliest convenience.

Please contact us at your convenience if you wish to discuss the matter further.

Yours sincerely

<Manager Name>

<Manager Position Title>