Performance Management Warning Template 1

www.whatmakesagoodleader.com

Formal Written Warning

Date:		Time:	
Manager Name:		Manager Position:	
Employee Name:		Employee Position:	
Support Person Name:		Support Person Position:	

Further to our previous discussion about your unsatisfactory performance on ...../...../20.... where you agreed the following improvements in performance would be achieved by the ...../...../20....

1.
2.
3.
4.

You have not met and sustained the required level of performance. I am now raising the following concerns about your performance

1.
2.
3.
4.

You have offered the following explanation for your performance not having improved in line with agreed expectations

After consideration of your explanation for your unsatisfactory performance, you are being issued with a written warning. Further, I have explained that you need to achieve the agreed improvements in your performance by the ...../...../20.....

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.

Actions to Improve Performance

Action	Who	Due Date	Status