www.whatmakesagoodleader.com			
Formal Written Warning 2			
Date:	Т	ime:	
Manager Name:	Manager Position:		
Employee Name:	<b>Employee Position:</b>		
Further to our previous discussions about your unsatisfactory performance on/20 and			
/20 where you agreed the following improvements in performance would be achieved by			
the/20			
1			
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 issues			
with a second written warning. 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	Status
		Date	