**Private and confidential**

[addressee]

[address line 1]

[address line 2]

[postcode]

[date]

Dear [employee's name],

[First / Second / Final – insert as appropriate] Written warning – continued performance issues

This letter is a written warning for performance issues.

You attended a meeting with me on [date], [name of others at the meeting] were also at the meeting.

At this meeting you were advised that your performance had been unsatisfactory, and we then put in place a Performance Improvement Plan (PIP) to help you to improve your performance.

As part of the PIP, and helping you to improve your performance, over the past [relevant time period] I have [details of assistance / support / training provided].

[On [date], I issued you with a first written warning for poor performance.]

[On [date], I issued you with a second / third / final written warning for poor performance.]

In my letter of [date] inviting you to a meeting and at our meeting on [date of most recent meeting], I explained to you that your performance had not improved to a satisfactory level. [details of how the performance didn’t meet the standards required]. I proposed to issue you with a [first / second / final] written warning. You told me that [insert details].

I have taken your response into account and I have reached the view that it is appropriate to issue you with a **[first / second / final] written warning for poor performance**. This letter is that warning.

I have decided to continue to monitor your performance using the PIP for a [second / third / final] period. This is because [insert reasons].

Please find attached the updated PIP document setting out my expectations for the next [time period]. Please let me know by [date] if you have any feedback on the updated PIP document before it is finalised and the [second / third / final] review period starts on [date]. During this period I will continue to meet with you [insert relevant time period eg weekly] to discuss your performance and support you.

We have discussed that you are required to improve and keep your performance at an acceptable level by the end of the next review period. We have also discussed that if you don’t, [we may give you a further/ final written warning for poor performance] OR [your employment with us may be terminated on notice for continued poor performance].

I realise that this may be an unsettling time for you and would like to remind you that our Employee Assistance Programme is available to provide you confidential support. [name of provider] is our provider and can be contacted on [phone number].

A copy of this letter will be placed on your personal file [but will be disregarded after a period of [a reasonable period of time depending on the situation], provided your performance has improved to an acceptable level].

If you have any questions about this letter please contact me directly.

Yours sincerely,

[Insert name]

[Insert position]

PLEASE KEEP A COPY OF THIS LETTER FOR YOUR RECORDS