**Tool 6. Template written warning (work performance counselling)**

**Note:** This is a sample written warning letter to your employee after holding your review work performance counselling meeting. This must only be provided after the formal support period has been completed. Complete all purple fields prior to issue and remove ELAA headers.

[Insert service letterhead]

[Insert date]

**PRIVATE AND CONFIDENTIAL**

[Insert employee name and address]

Dear [insert name]

**Re: Formal written warning**

I refer to our initial meeting on {insert initial meeting date}, which was held to discuss matters relating your unsatisfactory work performance in the following areas:

* [Insert performance concern]. [Insert recent example]
* [Insert performance concern]. [Insert recent example]
* [Insert performance concern]. [Insert recent example]

Following this performance counselling meeting, you were provided with a [12 week or insert applicable duration] formal support period to demonstrate improvements in documented objectives as outlined in your performance improvement plan (attached to this letter).

You were then invited to a further meeting at the conclusion of this support period on [insert date] to provide an opportunity to respond to our concerns. In our meeting you provided the following verbal response:

* [insert employee’s reasons/response for underperformance]
* [insert employee’s reasons/response for underperformance]

Based on the above, you have not demonstrated sufficient progress to the objectives as outlined in your formal support period. As such, [the Committee of Management/Employer name] has decided to issue a **formal warning** in relation to your unsatisfactory work performance. This formal warning will be kept on your file for 12 months from today. [In accordance with clause 12.6 of the VECTEA 2020, you are now provided with **a further formal support period of 4 term weeks in duration**].

During this support period, your performance will be assessed in accordance with your performance improvement plan, and every effort will be provided to support you to improve during this time. You are reminded further unsatisfactory work performance may result in further warnings being issued or the termination of your employment.

I am obliged to inform you that this matter is being treated in strict confidence. We ask that you respect this confidentiality by not conveying any information regarding this matter to any person, including work colleagues, parents, and others, without my prior consent.

Yours sincerely

**[Insert name of representative]**

**[Insert position e.g., Committee President, HR Manager]**