### Warning Letter – Incident

*<Insert Company Details>*

*<insert date>*

*<insert employees name & address>*

*Dear <insert employee name>*

**Final Warning Letter – Incident Related**

The purpose of today’s meeting is to advise you that your performance is not at the standard required by the organisation specifically following an incident which occurred in <*insert the location and date of the occurrence>.*

Describe in detail the incident

Describe any actions taken at the time

Describe any investigation outcomes (where applicable)

The incident and your behaviour on this occasion has been reviewed by the members of the management team.

The incident outlined above was a serious incident that <*insert details e.g. placed equipment and personnel at risk>*.

It is essential that staff operate in the most professional and efficient manner at all times

Your inability to follow the required processes and procedures and its subsequent outcomes is increasing the risk profile of the organisation.

The failure to perform your allocated duties in the required manner has an overall negative effect on all staff and the professionalism of the business in general.

As a result of this meeting you are formally advised that you are to: (examples below)

* *Refrain from any inappropriate displays of anger and/or frustration including swearing, shouting and the mishandling of tools and equipment.*
* *Work as directed*

As a result of this meeting you are formally advised that your performance will be monitored for a period of three months to *<insert date>* to measure your compliance with the items listed in this communication arising from the matters discussed in the meeting held today.

Your cooperation in achieving the required performance standard would be appreciated.

This letter is a final written warning and failure to comply with these directions and /or any future similar breaches of these requirements will result in your dismissal from <*insert company name>.*

Yours sincerely

*<insert name and title, e.g. Managing Director>*