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## Employee Bad Attitude Warning Letter

From,  
Denise V Fulk,  
3495 Bryan Avenue  
Minneapolis

Date: 10th June 2020

To,  
Lora E Flowers  
1708 Marshville Road  
West Nyack

Subject: Warning Letter

Dear all,

I am writing this letter to you because your recent behavior has been brought to my attention by other staff of the office. Your actions and behavior are very shameful, especially with your women colleagues. This is going to be your last warning regarding your behavior. I hope to look forward to seeing a positive change in you.

Yours sincerely,

Denise V Fulk



Justice is pivotal. Sylvia Melena, founder and CEO of Melena Consulting Group, agrees that justice in the workplace is important to maintain an employee's wellbeing. The objective is to construct an instructional warning letter that strikes the right balance in terms of gravity of the incident and motivation for improvement. Here are some tips to consider when drafting the letter: 1. Be clear. It is important to specify the breach, whether it's a rule or company standard. The first paragraph of any warning letter should reference the nature of the misconduct or poor performance. This is done by setting out the finding from the incident investigation. All pertinent facts should be covered. This will vary according to the category of misconduct and the specific finding and circumstances linked to each unique case being dealt with.

For example, in the case of an absenteeism matter, you'll need to provide the number of days the person was absent, including the dates, as well as what the company did to try and contact the person during the absence. 2. Substantiate your findings. It is essential to say why an employee would have a clear knowledge and awareness of rules, standards and requirements. At the very least, they should have a reasonable awareness, even at a common-sense level. In the case of absenteeism, for example, one might mention that attendance rules are contained in employee contracts. There may also be heaps of other instructive references, such as induction orientation, staff manuals, general communication reminders and the like. If prior counseling or warnings for a similar offence have been previously issued/communicated as well, these should be mentioned. 3. Reinforce employee obligations. Warning letters should always be direct in approach and articulate the employee's obligations to the company. Use evidence to highlight the company's previous discussions on the related topic, whether it be absenteeism, misconduct or something else. For example, the letter on absenteeism could incorporate information about your company HR operational manual and when this was last reviewed with the employee. 4. Make sure to highlight the consequences. Reinforcing the relevance and importance of a rule or standard within the workplace is extremely helpful.

### FINAL WRITTEN WARNING

STRICTLY PRIVATE AND CONFIDENTIAL  
WRITTEN WARNING FORM  
Attorneys  
Templates

Date: September 14, 2021  
To: Employee  
[Name]  
[Address]  
[Postal code]  
[Country]  
Subject: Final Written Warning

Dear Mr./Mrs. [Name],

I now write to confirm the final written warning following your hearing on [Date] in the presence of [Service and trade union representative].

[Insert here, if applicable, reference to any prior action taken in addition to warning.]

This warning letter is issued under the terms of the agreed disciplinary procedure, a copy of which has already been provided to you. The areas of unsatisfactory conduct and/or behaviour is/are as follows:

[Detail events leading to warning, with relevant date.]

To help you overcome these problems I will arrange for [Specify any appropriate support measures, such as training, counseling, or access to a support person or mentor.]

Your conduct and behaviour will be monitored during the next [Date of warning], and your progress will be reviewed. In the event of subsequent failure you will be liable to [Specify action]. If there is no further breach within [Date of the warning] this disciplinary action will be suspended.

You have the right to appeal against this warning letter to [Service Director / Appeals Committee] within 4 calendar days. You also have the right to be represented by a trade union representative or work colleague at any appeal.

Yours sincerely,

[Signature]

W B D

Employees need to put themselves in the shoes of the employer and reflect on how what they have done affects operational viability of the business and impacts others within this environment. Employees should appreciate that they have an inherent contractual duty to safeguard the employer's interests. Just as employers have a duty of care towards their employees, employees must strive to contribute to the performance and smooth operation of the business. Negative operational impact includes things like absenteeism disrupting team activities, lowering productivity, causing customer delays, etc. Warning letters point to aggravating factors, especially if there has been a failure to respond to the company's prior corrective disciplinary efforts. 5. Be consistent. It's important that the application of sanctions for various infringements must be consistently applied to all employees. You shouldn't dismiss one employee for a first offence of excessive and patterned absenteeism, for example, if you have been through a progressive disciplinary approach with others. 6. Be comprehensive. Reasons for issuing a warning letter, rather than taking other measures, should also be offered. The assessed seriousness of the misconduct and its ramifications should be pointed out. It's important that employees get the full picture of the thinking and judgement that has gone into the decision to issue the letter and gives you an opportunity to show the company's mercy, if you will. 7. Explain the objective. Stating the primary objective of the issuing of the warning letter is crucial and should include information about the disciplinary procedure and process. Your explanation should help employees appreciate why the warning is an appropriate sanction under the particular circumstances.

8. Emphasize what is essential. Once you have dealt with the misconduct in your letter, you need to focus on the future. This means telling employees directly what needs to change to make the future bright once more. You need to make sure what you stipulate is reasonable. This could be displayed in a bulleted list showing what steps to take in future or be more comprehensive if it's a complex issue that's being addressed. 9. Insist on employee ownership. Whilst management is there to support and encourage employees, ultimately it is their job to be compliant with the reasonable contractual demands of the employer. Remind them to take responsibility for their own actions in order to benefit the company on a whole. 10. Remind employees of what is at stake. Finally, it's important to be crystal clear on the immediate consequences of the warning letter. Explain clearly the next steps, and what the consequences are if things don't improve. You could also go into the issues the business will face if things don't change, and how this will affect the employee going forward. Employee warning letter examples. Take a look at some of these warning letter examples to help you see the full picture of what can be achieved with minimal effort. Example 1 Example 2 Final thoughts. It is worth remembering, at some point, the employee was deemed to be the best or most suitable person for the job. When construing warning letters, you revisit what it is that really makes a person our first choice for a role. Whilst warning letters can be interpreted as threatening, the employment relationship is still very much intact. The hope is always expressed that confidence and trust in the employee and their contribution can be restored. Many guides can be consulted to understand the options available when employees breach their contracts. Because warning letters uphold the structure and functioning essential to the smooth operation of any business, there is always a mutual underlying respect demanded in the process. This is the magic in the exchange that will invariably secure commitment and the right positive response. So, make your warning letters thorough and compelling in the interest of achieving acceptable delivery by everyone. Have you ever had to write a written warning letter? What did you include? Let us know in the comments below! This is an updated version of an article originally published on 12 December 2018. This letter forms part of our suite of materials to support you where you've invoked your performance improvement policy and its process because of your concerns relating to the quality of performance that an employee is achieving. This may include concerns about whether they are in fact capable of performing the role that they currently hold in your business. It's not the same as a disciplinary process. This letter is the final formal written warning to an employee and it should follow the process set out in your performance improvement policy where an employee is not performing as required. You should already have issued a first formal warning in writing to the employee before taking this step. If the employee has not complied with your first written warning, you would typically meet with them again to discuss your concerns that their performance has not improved and this formal written warning would be the next step. Warning letters can be controversial and employees who face them may feel resentful, embarrassed, unfairly treated and angry, which can make discussions between you and them quite challenging. Prior to sending this letter, you should have had at least one, if not more, meetings with the employee to explain your concerns about their performance - this is the 'meeting' referred to in the first paragraph of this template. If this final warning letter does not achieve all that is needed, you should be entitled to terminate the employee's contract according to the steps outlined in your performance improvement policy. Dismissal always carries risks, so if you are in any doubt about taking the next steps, we recommend first taking some expert advice. Finally, you should only use this suite of materials in relation to employees. It would be better to seek specific advice on how to handle anyone whose performance is a problem but who's not an employee. Our guide to employee performance management can also help you to assess the seriousness of an employee's lack of performance and your rights in response to it. And if you need help or have queries on how best to approach this letter or, more broadly, the situation with the employee in question, our Speak To A Lawyer service is ideally placed to help you.