**Final formal warning relating to your performance**

**[or capability]**

***Add/delete information in brackets as appropriate***

[add address]

[add date]

**Re: Final formal warning relating to your performance [or capability]**

Dear [add name]

After our meeting to discuss your [poor performance] [ability to perform your current role] of [specify job title] on [date], [name of your business] has decided to give you a final formal warning under our performance improvement procedure.

This final formal warning follows our earlier formal warning previously given to you on [date], which has not yet expired.

We’ve decided to issue this final warning because:

[Insert details explaining why a final formal warning is justified]

In our earlier warning letter to you and in the meetings that took place on [date] and [date], we set out the standards of performance that [name of your business] expects you to meet in particular by reference to the Company’s policy on [insert details of any relevant policy that has been breached, if applicable].

We are keen to avoid the need to take any further steps relating to your performance, and you can ensure this is the case by meeting and maintaining the following standards in your performance of your duties:

[Insert details of expected capability/performance improvements. State if the improvements will be formally reviewed. If so, by whom and when?]

Since this is our usual practice in performance matters, we will place this warning letter on your personnel file. However, it will expire and be disregarded for performance improvement purposes after [specify date/ period], provided that no further performance issues arise within that time and you both achieve and maintain the improvements set out above.

Any further poor performance by you during that time, including failure to maintain the necessary improvements required is likely to result in us meeting again for another capability hearing, which may conclude in us sending you a final formal warning or if serious enough, taking steps to dismiss you.

If you want to appeal against our decision, please inform [specify person] in writing by [specify date] or [within given time frame], setting out your grounds of appeal in full.

If you have any questions regarding this final written warning, please contact specify person.

Yours sincerely,

[add name]

[add title]