# Warning Final

The following letter template(s) should be used as a guide only. Any wording changes, other than those to insert a business name, may change the context, meaning or purpose of the policy. We recommend you receive advice from the Victorian Chamber of Commerce and Industry prior to making such changes.

Contacting the Victorian Chamber of Commerce and Industry

The Victorian Chamber’s team of experienced workplace relations advisors can assist members with a range of employment, human resources and industrial relations issues.

Our experienced workplace relations consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. The consultants can, among other things, provide training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Workplace Relations Advice Line on (03) 8662 5222.

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**[INSERT DATE]**

**PRIVATE AND CONFIDENTIAL**

**[NAME]**

**[STREET ADDRESS]**

**[SUBURB] [STATE] [POSTCODE]**

Dear **[NAME]**

Line manager *(filing report):* Position:

Employee: Position:

You have been given the following warnings of your unsatisfactory performance / behaviour.

Counselling Date:

Written warning Date:

Written warning Date:

Despite these warnings and assistance given by the company to help you to improve, you have failed to reach the required standards of performance/behaviour.

This letter is notification of a final warning that failure to improve will lead to termination of your employment with the company. If you wish to discuss the matter further please make an appointment with myself or **[HUMAN RESOURCES MANAGER/OTHER MANAGER]**.

Your performance will be reviewed over the following **[DAYS]**. After this review, a decision will be made with regard to your future employment with the company.

Signed: Date:

*(Line Manager)*

Signed: Date:

*(Witness)*

I acknowledge and understand this final warning.

Employee signature: Date:

Witness signature: Date:

Witness name (print):