

Notes on All Documents

1. The sections highlighted in Red are related to Legislation and should not be changed without reference to an appropriate professional
2. Sections highlighted in Yellow indicate where you should personalise these for your needs, i.e. people/company names etc
3. Sections highlighted in Green indicate areas which you can personalise to suit your needs
4. Sections highlighted in Blue are explanatory commentary that should generally be deleted before use

Notes on This Document

1. There is a section at the end of this letter for the employee to sign. Employees will sometimes refuse to sign these letters however, this does not impact on the validity of the warning i.e. the warning still stands if the employee has not signed.
2. Where possible an employee signed copy of any warnings is preferable as this prevents future arguments about whether the warning was given.
3. If the employee refuses to sign this letter, attach a note stating this to the letter to be filed

Associated Documentation

1. Quick Guide to Disciplinary process
2. Performance Improvement Plan Template
3. Disciplinary Due Consideration Assessment
4. Invitation to Disciplinary meeting letter
5. First or Second Written Warning letter
6. Termination with notice letter
7. Summary Dismissal Letter

Document Reference for Document updates and version control

Document Title: Final Written Warning Letter

Reference: Discip 06 Nov 08

Free phone support for Auckland Chamber of Commerce members on
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Support provided courtesy of HRtoolkit

DATE

EMPLOYEE NAME
COMPANY NAME
LOCATION

Dear NAME

FINAL WRITTEN WARNING

This letter is written confirmation of the outcome of our disciplinary meeting on [date] with [Name, Company support person], and myself. You chose to be supported/Represented by [Name] /You chose not to have a support person/Representative present during this process. *Change to support person to representative if they have a legal representative present such as a lawyer or Union Delegate*

We met again on [date], *(For matters serious enough to issue a final written warning it is recommended that you consider all the evidence given overnight to ensure you have given everything due consideration)* when I advised I considered these actions amounted to serious misconduct and the decision had been made to issue you with a Final Written Warning.

Prior to our disciplinary meeting you were advised ...

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