[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Warning Notice

This template provides general wording only and is not legal advice. Check the wording against your agreement and the rules that apply to you before you use it.

[Date]
From: [Your full name], [Your address]
To: [Name of the recipient], [Address of the recipient]
Dear [Name of the recipient],
Re: Warning notice - [Subject of this warning notice]

1. Recipient and reference

Issued by: [Your full name or organisation name] **Issued to:** [Name of the recipient]
Role or relationship: [Role or relationship of the recipient]
Agreement or reference: [Reference number or title of the agreement or arrangement]
Date: [Date] **Reference:** [Reference number for this notice, if any]

2. What this notice concerns, the facts, and what must change

This notice concerns [Description of the breach, issue, or conduct this warning relates to]. It relates to [Agreement, property, service, or arrangement the issue concerns] and to the period from [Start date of the period concerned] to [End date of the period concerned].

1. On [Date of the first occurrence], [Description of what happened].
2. On [Date of the second occurrence, if any], [Description of what happened].
3. [Any further fact, including dates and details of the issue].
These facts are recorded in [Document, record, or evidence that supports the facts, if any].

You must take the following steps:
1. [First step the recipient must take].
2. [Second step the recipient must take].
3. [Any further step the recipient must take].

3. Deadline to remedy

The steps in section 2 must be completed by [Deadline date and time for remedy]. If you need more time, ask in writing before that deadline, giving your reasons, to [Name of the person to contact] at [Contact number or email address].

4. Right of reply and consequences

You may reply in writing by [Date for reply] to [Name of the person to reply to] at [Address or email address for replies]. In your reply you may explain the facts, give your view, and set out steps already taken.
If the steps in section 2 are not completed by the deadline in section 3, the following will apply: [Consequence if the steps are not completed, as set out in the relevant agreement or as agreed between the parties]. Any further step will be as set out in [Agreement, policy, or rule that sets out the next step].

Signature: _____ **Date:** [Date of signing]
Full name: [Your full name] **Role:** [Your role or job title]