

Sample – Warning Letter (Common law employee)

Date

Mr
Assistant Sales Manager

Dear,

Warning letter – Unsatisfactory Work Performance

It has been brought to our attention by your General Manager that despite several verbal discussions/warnings given to you between the period of 1 July 2007 and 31 August 2007, you have still not shown improvement in your sales performance and field work visits to retail outlets, etc. Also, there were many distributors who had made complaints of you as you were late in submission of reports to various them.

Notwithstanding the above, you also did not response readily to operation issues as follows:-

- a. Stock Transfer: Since March 2007 and till date, this issue has not been settled despite many reminders and suggestions have been proposed to you;
- b. Delayed distributors' credit notes, damaged stock claims from factories and others. The delays were mainly due to no written confirmations and verifications from you; and
- c. Delayed or no response on the required information and reports particularly for the past 3 months such as monthly itinerary to GM and email from Finance and Marketing Department.

Other than specific work issues, you did not bother to obtain your driving license which is absolutely necessary for your job. Your supervisor has constantly reminded to you to do but yet you still failed to obtain your driving license.

Please be forewarned that you are now placed on formal notice to improve in your work performance. The company shall review your progress from now till 16 Dec 2007, and if no improvement is made, the company will not hesitate to take further appropriate action against you.

Yours sincerely

Human Resource Manager

I, _____, hereby acknowledge receipt of this letter and declare that I have read and understood the contents contained herein.

Signature

Date