

Date:

**Private and Confidential**

Dear **Staff name**,

### **Formal Warning Letter**

I am writing to you about your conduct during your employment with Woodlands Long Daycare and Kindergarten (the employer). On **meeting date**, you met with **campus manager** and **Ed Leader or Assistance Campus manager**.

At this meeting, you were advised that **write what is non compliant of the staff members practices** at Woodlands and does not align with the Early Learning Code of Conduct, Child Safe Standards or the Woodlands Philosophy and views.

This is your **1st 2nd or 3rd** warning letter if there are further instances of failing to follow reasonable and lawful directions, disciplinary action may be taken at that time.

Please note, this matter is strictly confidential. You are directed to refrain from discussing any of the matters raised in this letter with any other employee unless that person is acting as your support. We may take disciplinary action against you if you disclose this matter to other employees in breach of that direction.

If you wish to respond to this formal warning letter, please contact me on

**Campus email address.**

**Campus contact number.**

Kind regards,

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Campus Manager