# Warning & Termination Letters

This document includes professional templates for issuing formal warning letters and termination notices to staff under Nigerian labour guidelines. The tone is firm, clear, and employer-protective.

## 1. OFFICIAL WARNING LETTER

[Company Letterhead]  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Dear [Employee’s Name],  
  
RE: OFFICIAL WARNING LETTER  
  
This letter serves as a formal warning concerning your recent conduct/performance which falls below the standard expected of your role at [Company Name]. Specifically, the following issues have been observed:  
  
• [Insert misconduct/performance issue]  
• [Insert relevant dates/details]  
  
You are reminded that such actions are contrary to company policies and may result in further disciplinary action if not corrected. We expect immediate and sustained improvement in your performance and behaviour.  
  
This letter will be placed in your employee file.  
  
Sincerely,  
  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
[HR Manager/Authorized Signatory]  
[Title]

## 2. EMPLOYMENT TERMINATION LETTER

[Company Letterhead]  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Dear [Employee’s Name],  
  
RE: TERMINATION OF EMPLOYMENT  
  
We regret to inform you that your employment with [Company Name] is hereby terminated, effective [Insert Termination Date].  
  
This decision is based on the following:  
• [State reason – misconduct, non-performance, breach of contract, etc.]  
• [Reference to prior warning(s) if applicable]  
  
You are required to return all company property including documents, devices, and identification badges before your final working day.  
  
Your final salary and entitlements (if any) will be processed in accordance with the company’s exit policy.  
  
We appreciate your efforts during your time with us and wish you success in your future endeavors.  
  
Sincerely,  
  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
[HR Manager/Authorized Signatory]  
[Title]