Warning Letter - sample (Nigeria)

FIRST WRITTEN WARNING

[EMPLOYER'S BUSINESS NAME]

[Business address, Lagos]

[18 November 2026]

To: [Employee's full name], [Sales Assistant]

RE: FIRST WRITTEN WARNING

Dear [Employee's first name],

This letter serves as your first written warning in respect of [late resumption on 10 and 12 November 2026 without prior notice, leaving the shop unopened past the 8:00am resumption time] (incident date(s): [10 and 12 November 2026]), which is contrary to the terms of your employment and company policy.

Reference is made to [the query dated 14 November 2026 and your reply dated 15 November 2026, which has been considered].

EXPECTED IMPROVEMENT: You are required to [resume work by 8:00am daily and to inform the manager by phone before 7:45am on any day you expect to be late] on or before [19 November 2026].

Be advised that failure to show the required improvement may result in further disciplinary action, up to and including the termination of your employment, in accordance with your employment contract and applicable labour laws.

Yours faithfully,

_____

[Manager's name, title] - for [Employer's business name] - signature & date

_____

[Employee's full name] - received - signature & date

ACKNOWLEDGEMENT: I, [Employee's full name], acknowledge receipt of this letter. Receipt does not necessarily indicate agreement with its contents.

What the warning may not do (Labour Act, Cap L1 LFN 2004): impose a fine or a deduction from wages for the misconduct - s.5(1) forbids both unless a law permits them or an authorised labour officer consents in writing to a reasonable deduction for loss the worker's wilful misconduct caused - and in any month deductions of every kind may not exceed one-third of

wages (s.5(7)). Summary dismissal without notice remains open only for conduct that justifies it (s.11(5)); a documented query, reply and warning are what show, later, that it did.