



Form A

Warning letter

[Addressee]

Dear [Salutation]

At the meeting between you and the committee on [insert date] the body corporate's concerns about the way in which you were performing your caretaking duties was discussed and the following was agreed:

[Insert brief terms of the agreement reached]

After that meeting the committee noticed a marked improvement in the way your duties were being performed and the general appearance of the building. However, in recent weeks the standard of performance of your duties has declined. In particular, the committee has noted:

[Insert brief description of current issues.]

I have been asked to bring these matters to your attention, to ask you to again improve the performance of your duties and to sustain that improvement into the future. Your co-operation in this regard would be appreciated.

Yours faithfully,

.....

[Name]

Secretary

Body corporate for [Name] CTS [Number]