

Form B

Further Warning letter

[Addressee]

Dear [Salutation]

I refer to my letter dated [insert date] in which I conveyed the committee's concerns about the way in which you were performing your caretaking duties. The committee notes that there has been [no/little] improvement since that letter was written.

I have been asked to again direct your attention to the need for you to [substantially] improve the performance of your duties. While the committee has been reluctant to take formal enforcement action under your Caretaking Agreement, if your performance does not improve it will have no alternative but to take such action.

In particular, you need to pay attention to the following duties:

[Here set out the main duties needing performance improvement.]

Please take immediate action to address these performance issues, otherwise the committee will commence formal enforcement action without further warnings or notice.

Yours faithfully,

.....

[Name]

Secretary
Body corporate for [Name] CTS [Number]