

[Print on

r insert Address]

<<Employee's Name>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Dear << >>

Re. Misconducting Confirmation

Following the interview of <<Date>> from the decision taken that you be given a verbal warning and that it risk if there are future acts of misconduct.

This warning will be placed in your file. It will be disregarded for disciplinary purposes after a period of << >> if your conduct reaches a satisfactory level.

In confirmation of the current position

1. The nature of the unsatisfactory details>>
2. The following improvement is expected. Details>>

If further misconduct occurs within the next << >> months then you may be held liable for disciplinary action according to our policy.

{You have the right of appeal against this decision. If you wish to appeal against this decision you should set out the grounds of appeal. You must do this within << >> days of receiving this warning.}

[We will continue to monitor and support you to meet the standards expected of you.] We encourage you to continue to work hard and hope that you can achieve the standards expected of you.

Yours sincerely

<<Name & Title>> For and on behalf of << >>