

[Print on Employer's Letterhead]

[Company Name and Address]

<<Employee's Name>>
<<Address>>
<<Address>>
<<Post Code>>

<<Date>>

Dear << >>

Warning

Following the disciplinary meeting taken that you be given a final written warning in accordance with the Company's Disciplinary Policy.

Following the disciplinary meeting, I am writing to confirm the decision taken and attach a further copy of the Disciplinary Policy for your convenience.

This warning will be placed on your file for disciplinary purposes after a period of <<months>> [conduct improves/performance improves].

This warning will be placed on your file but will be disregarded for <<months>> months, provided your performance improves [level].

1. The nature of the unsatisfactory performance was: <<Provide details>>

The nature of the unsatisfactory performance was: <<Provide details>>

2. The following improvement plan has been agreed: <<Provide details>>

The following improvement plan has been agreed: <<Provide details>>

3. The timescale within which improvement is required is: <<Provide details>>

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4. The likely consequence of <<Final written warning>> if there is insufficient improvement is:

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You have the right to appeal against this decision. If you wish to appeal you should set out the grounds of appeal in writing within << 5 >> days of receiving this warning.

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[We will continue to monitor and support your performance and hope that you can achieve the standards expected of you.]

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Should you wish to discuss this further or support, or do not fully understand the terms of this warning, please do not hesitate to contact me.

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Yours sincerely

<<Name & Title>>

For and on behalf of <<Company Name>>

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