

[Print on Employer's Letterhead] [Company Name and Address]

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

<<Date>>

Dear << >>

Warning

Following the disciplinary meeting, I am writing to confirm the decision that you be given a final formal warning. Please note that as a consequence of this final warning, you are at risk if a further act of [misconduct/failure to improve] or any breach of the terms of this warning occurs within the period of 12 months.

This final formal warning will be kept on your personnel file but will be disregarded after 12 months, provided your [conduct/improvement] improves/performance reaches an acceptable level.

1. The circumstances giving rise to this final formal warning: <<provide details>>
2. [The following improvement plan will be put in place: <<provide details>>]
3. The timescale within which improvement is required is: <<provide details>>
4. The likely consequence of failure to achieve sufficient improvement] is: <<e.g. dismissal/demotion>>

You have the right to appeal against this decision. If you wish to appeal you should do so within << 5 >> days of receiving this warning.

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

Yours sincerely

<<Name & Title>>

For and on behalf of <<Company Name>>