

[Print on Employer's

Company Name and Address]

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

<<Date>>

Dear << >>

Re: Second Disciplinary Decision

Following the second disciplinary [conduct/performance] is still unsatisfactory disciplinary action>>.

>> it has been decided that your be given <<a final warning / other

I am therefore writing to you to disciplinary action will be taken against you and the action will be

disciplinary action will be taken

Please note that you have the right set out the grounds of appeal in a <<Insert action>>.

decision. If you wish to appeal you should 5 >> days of receiving this notice of

Yours sincerely

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

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