

[Print on Employer's

Company Name and Address]

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

<<Date>>

Dear <<Employee's Name>>

I am writing to confirm that, following

<<Insert Date>> you were given a verbal

The reason for the warning was viewed in the light of our policies, and the specific issue(s) which were of concern were <<Insert Details of Misconduct>>

you were considered to be unsatisfactory when viewed in the light of our policies, and the specific issue(s) which were of concern were <<Insert Details of Misconduct>>

At the meeting, we discussed the improvements are expected of you <<Insert Details of Expected Improvements and Time Scale>>.

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Details of this warning will be recorded after <<State Time Period E.g. 6 Months>>

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Further misconduct within that time period may lead to a written warning or final written warning

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You have the right to appeal against the grounds of appeal in a letter to the warning.

If you wish to appeal you should set out the grounds of appeal in a letter to the warning, E.g. 5>> days of receiving this

If you wish to discuss this further please do not hesitate to contact me

If you wish to discuss this further and the terms of this warning then please do not hesitate to contact me

An additional copy of the Company Procedures is attached for your information.

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Yours sincerely

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

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