

[Print on Employer's

Company Name and Address]

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

<<Date>>

Dear << >>

Re: Pod - Final Warning

Following your second meeting of << >>, on behalf of the Company, to confirm the decision taken that << >> written warning and that your employment is at risk if this record

This warning will be placed in your file. It will be disregarded for disciplinary purposes after a period of << 1 >> months and that your conduct performance reaches a satisfactory level.

In confirmation of the current position:

1. The nature of the unsatisfactory << >> (include details>>
2. The following improvement is expected << >> (state details>>
3. The performance improvement period is << >> (state period>>
4. The likely consequence of insufficient improvement is << >> (state demotion/dismissal)

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 within << 5 >> days of receiving this warning.

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

Yours sincerely

<<Name & Title>>

For and on behalf of <<Company Name>>

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