

[Print on Employer's

Company Name and Address]

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

<<Date>>

Dear << >>

Following the disciplinary meeting you be given a final written warning your employment is at risk if a further or any breach of the terms of this

ning

writing, to confirm the decision that consequence of this final warning failure to improve work performance the period stated.

This final formal warning will be placed disciplinary purposes after a period improves/performance reaches a s

e but will be disregarded for provided your conduct

The terms of this final warning are

1. The nature of the unsatisfactory
2. The following improvement is e
3. The performance improvement
4. The likely consequence of insu

etails>>

ls>>

<state period>>

<dismissal or other action>>

You have the right of appeal against you should set out the grounds of this warning.

ish to appeal against this decision within << 5 >> days of receiving

[We will continue to monitor and s standards expected of you.]

nd hope that you can achieve the

Should you wish to discuss this fu terms of this warning then please

ort, or do not fully understand the t me.

Yours sincerely

<<Name & Title>>

For and on behalf of <<Company

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