

[Print on Employer's

Company Name and Address]

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

<<Date>>

Dear << >>

Following the disciplinary meeting, I am writing to confirm the decision that you be given a final formal warning as a consequence of this final warning [misconduct/failure to improve] warning occurs within the period of 30 days.

Warning

I am writing to confirm the decision that you be given a final formal warning as a consequence of this final warning [misconduct/failure to improve] warning occurs within the period of 30 days. Please note that as a consequence of this final warning you are at risk if a further act of misconduct or breach of the terms of this contract occurs within the period of 30 days.

This final formal warning will be held on file but will be disregarded for disciplinary purposes after 12 months, provided your [conduct] improves/performance reaches the required standard.

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1. The circumstances giving rise to this final formal warning are:

<<provide details>>

2. [The following improvement plan is required: <<provide details>>]

<<provide details>>]

3. The timescale within which you are required to improve is:

required is: <<provide details>>

4. The likely consequence of failure to improve (dismissal/demotion) is:

efficient improvement] is: <<e.g. dismissal/demotion>>

You have the right to appeal this decision. If you wish to appeal you should set out the grounds of appeal in writing within << 5 >> days of receiving this warning.

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

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Yours sincerely

<<Name & Title>>

For and on behalf of <<Company Name>>

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