

[Print on Employer's Letterhead] [Company Name and Address]

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

<<Date>>

Dear << >>

Re: << >> Formal Warning

Following the disciplinary meeting on << >> I am writing to confirm the decision taken that you be given a first formal written warning. I enclose a further copy of the Company's Disciplinary Policy and Procedures for your reference.

This warning will be placed in your personnel file. It will be disregarded for disciplinary purposes after a period of << 12 >> months if your conduct improves.

The terms of this final warning are:

1. The nature of the unsatisfactory work <<insert details>>
2. The following improvement is expected <<insert details>>
3. The performance improvement period is <<insert state period>>
4. The likely consequence of insubordination is <<insert action e.g. final written warning>>

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

[We will continue to monitor and support you to ensure you meet the standards expected of you.] I encourage you to continue to work hard and hope that you can achieve the standards expected of you.

Should you wish to discuss this further or if you do not fully understand the terms of this warning then please contact me on << >>.

Yours sincerely

<<Name & Title>>

For and on behalf of <<Company Name>>