

Sample Employee Written Warning Letter

Date **DD/MM/YY**

Dear **Employee's Name**.

You attended a disciplinary hearing on DD/MM/YY. I am now writing to inform you of your **written warning/final written warning**.*

We have placed this warning in your personal file for disciplinary purposes but we will disregard it after a period of **[insert number]** months, if your conduct/performance improves.*

The nature of the unsatisfactory conduct/performance was:

[State the nature]

The improvement expected is:

[State any targets or objectives here]

The deadline for an improvement review is:

[Set a date, six or twelve months ahead]

The likely consequence of further misconduct or insufficient improvement is **final written warning/demotion/transfer/dismissal**.*

You have the right to appeal against this decision (you can do this in writing) within **[number of]** days of receiving this disciplinary decision.

Yours sincerely,

Signed.....

Manager's Name

*Delete as appropriate



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