

Employee Written Warning Letter

Once a formal disciplinary procedure has been concluded, this letter can be used to confirm the issuing of a formal written warning.

The letter provides the employee with details of expected improvement and a deadline for this improvement to take effect.

It also reminds the employee of their right to appeal the warning and the procedure for submitting an appeal.

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 the outcome of this meeting.

After reviewing all the circumstances, I have concluded that your conduct/performance was unsatisfactory because: **[State the reasons]**

As a result, you are being issued with a **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 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 within **[number of]** days of receiving this disciplinary decision. You should send your appeal, in writing, to **[insert name]**.

Yours sincerely,

Signed.....

Manager's Name

*Delete as appropriate

