

Letter giving first written warning

[ON HEADED NOTEPAPER OF EMPLOYER]

[ADDRESSEE]

[ADDRESS LINE 1]

[ADDRESS LINE 2]

[POSTCODE]

[DATE]

Dear [EMPLOYEE'S NAME],

First written warning

Following the [disciplinary **OR** capability] hearing held on [DATE], the decision was taken to give you a first written warning under the [disciplinary **OR** capability] procedure.

The reason for the warning is that your [conduct **OR** performance] has been unsatisfactory in the following respect[s]: [SET OUT MISCONDUCT OR UNSATISFACTORY PERFORMANCE].

At the hearing we discussed the standards of [conduct **OR** performance] expected of you and [we have now set the following targets for improvement **OR** we expect you to maintain the standards of conduct set out below]: [SET OUT EXPECTED IMPROVEMENTS INCLUDING ANY TIMESCALE IF RELEVANT].

It has also been decided that [SET OUT DETAILS OF ANY OTHER ACTION THAT WILL BE TAKEN, INCLUDING ADDITIONAL TRAINING OR SUPERVISION].

This warning shall be placed [permanently] on your personnel file but shall be disregarded for disciplinary purposes after six months provided [there is no further misconduct within that time **OR** the improvements set out above are achieved and maintained throughout that time].

[Further misconduct **OR** Failure to maintain the necessary improvements] during that time is likely to result in a further [disciplinary **OR** capability] hearing, which may lead to a final written warning [or, in the case of gross misconduct, to dismissal].

If you wish to appeal against this decision you should inform [NAME] in writing by [DATE], stating your grounds of appeal in full.

If you have any questions regarding this warning please contact [NAME].

Yours sincerely,

[NAME]

On behalf of [NAME OF EMPLOYER]