Notice of written warning or final written warning

EXAMPLE

Date ……..

Dear .....

You attended a disciplinary hearing on ……...

I am writing to inform you of your written warning/final written warning*.

This warning will be placed in your personal file but will be disregarded for disciplinary purposes after a period of ..... months, provided your conduct improves/performance reaches a satisfactory level*.

a) The nature of the unsatisfactory conduct or performance was:

b) The conduct or performance improvement expected is:

c) The timescale within which the improvement is required is:

d) The likely consequence of further misconduct or insufficient improvement is:
Final written warning/Dismissal*

You have the right of appeal against this decision (in writing) * to ..... within ..... days of receiving this disciplinary decision.

Yours sincerely

Signed .....

Title .....

** Delete / amend as appropriate*