

Letter confirming verbal warning (discipline)

Add/delete information in brackets as appropriate

[add date]

Private and confidential

[add address]

Dear [add name]

Further to our meeting on [add date], which was held to discuss your conduct, I write to summarise our discussion and confirm the outcome.

[[add name] was also present at the meeting]. You [were accompanied at the meeting by [add name]] or [chose not to be accompanied at the meeting].

I explained to you the Company's dissatisfaction with your conduct. You will recall that we discussed [state the precise nature of the misconduct or of the complaint and include references to any previous discussions].

You said in response that [summarise what the individual said in their defence].

I informed you that we required you to [state the improvement required, how this might be achieved and any assistance that will be provided].

Your conduct will be closely monitored over the next [state timescale] and a review will take place on [add date], the "review date"

This letter confirms that, in accordance with the Company's discipline procedure, you were given a verbal warning. A note of this warning will be kept on file but will be considered "spent" for disciplinary purposes after a period of [6] months. Should your conduct not meet the required improvement by the review date or if, while this warning is live, there is any [further misconduct / cause for complaint] of a similar nature, further disciplinary action will be taken, which could lead to you receiving a written warning.

In line with Company procedures, you have the right to appeal against this decision. If you wish to do so, you should write to [add name and title of person who will deal with the appeal] at [add address] within five working days of receiving this letter, detailing the grounds for your appeal.

Yours sincerely

[add name]

[add title]