[***Today’s date***]

**Private and Confidential**

Dear [***Insert Name***]

**Outcome of Disciplinary Hearing**

Further to the disciplinary hearing held on date I am writing to inform you of my decision.

The matters of concern to me were:

Detail Reason(s) for Hearing

Having carefully reviewed the circumstances, I have decided to issue you with an [informal/ formal/final written] warning which will remain on your file for a period of [insert amount] months.

We will continue to monitor your attendance and, should there be additional repeated instances, we may instigate further disciplinary action which could result in the issue of a formal/final written warning or, ultimately, your dismissal.

You have the right to appeal against my decision and should you wish to do so you should write to name within [insert amount] days of receiving this letter giving the full reasons why you believe the disciplinary action taken against you is too severe or inappropriate.

Yours sincerely

[***Insert Name and Job Title***]

For and on behalf of [***name of Company***]

[***Insert name and address of recipient***]

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