[***Today’s date***]

**Private and Confidential**

Dear [***Insert Name***]

**Final Formal Warning**

Following the disciplinary meeting dated [***insert date***], I am writing to confirm the decision that you be given a final formal warning. Please note that as a consequence of this final warning your employment is at risk if a further act of [misconduct/failure to improve work performance] or any breach of the terms of this warning occurs within the period stated.

This final formal warning will be placed in your personnel file but will be disregarded for disciplinary purposes after a period of [***insert amount***] months, provided your [conduct improves/performance reaches a satisfactory level].

1. The circumstances giving rise to this warning were: [***insert details***]

2. **[**The following improvement is expected: [***insert details***]**]**

3. The timescale within which the improvement is required is: [***insert details***]

4. The likely consequence of further [***misconduct/insufficient improvement***] is: [***demotion/dismissal***].

You have the right to appeal against this decision. If you wish to appeal you should set out the grounds of appeal in a letter to me within [***insert amount***] days of receiving this warning.

Should you wish to discuss this further, need help or support, or do not fully understand the terms of this warning then please do not hesitate to contact me.

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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