[***Today’s date***]

**Private and Confidential**

Dear [***Insert Name***]

**First Formal Warning**

Following the disciplinary meeting on [***insert date***], I am writing to confirm the decision taken that you be given a first formal warning. We attach a further copy of the Company’s Disciplinary Policy and Procedures for your convenience.

This 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 nature of the unsatisfactory [conduct/performance] was: [***insert reasons***]

The following improvement is expected: [***insert details of what is expected of the employee***]

The timescale within which the improvement is required is: [insert details of when

The likely consequence of [***further misconduct/insufficient improvement***] is: [***a final written warning***]

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.

[We will continue to monitor and supervise your performance and hope that you can achieve the standards expected of you.]

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***]

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

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