**Private and confidential**

[addressee]

[address line 1]

[address line 2]

[postcode]

[date]

Dear [employee's name],

Final warning

This letter is a final written warning for [conduct / behaviour / actions].

|  |  |
| --- | --- |
|  | The next part of this letter sets out an example of employer good practice. You may not have done all these things or they may not be relevant in your situation, so you should delete what is irrelevant. Using this letter also assumes you have already provided written warnings about this issue.  |

You were previously given a warning on [date], which stated that if your [conduct / behaviour / actions / did not improve to the required standard / behaviour happened again] your employment may be terminated.

At our meeting on [date], your [conduct / behaviour / actions] was reviewed and you were advised that improvement had not been achieved to the level required. You were provided with a second warning letter dated [date].

|  |  |
| --- | --- |
|  | Remove the above sentences if you are going straight from a first to a final warning letter. Use the same format for each relevant warning you have given. Note in some serious cases it may be appropriate to start the disciplinary process with a final written warning (i.e. no prior written warnings). |

You attended a meeting with me on [date of most recent meeting that this warning relates to], also at the meeting were [name of others at the meeting]. As I advised at this meeting, your [conduct / behaviour / actions] has [not improved sufficiently / continues to be unsatisfactory].

I took your feedback into account and reached the preliminary view that it was appropriate to issue a final warning on the basis of your [continued / repeated conduct / behaviour / actions].

I informed you of my preliminary view and [you did not respond / responded that [insert details]]. I have considered your [response / lack of response] to my preliminary view and I confirm that view is unchanged and as a result my decision is to give you a final written warning.

At the meeting [on date] you were advised that [[immediate improvement is required] or [conduct / behaviour / actions / must not happen again]]. If sufficient improvement in your [conduct / behaviour / actions] is not achieved by [date] or if [relevant conduct / behavior / actions] happen again, your employment with us may be terminated.

Our expectation is that you [insert details of expected outcomes].

|  |  |
| --- | --- |
|  | It is very important that you do not set requirements that are discriminatory, unlawful or otherwise unreasonable. You may wish to seek professional advice. |

This final warning letter will be put on your personal file. It won’t generally be used for disciplinary purposes after a period of […] months, provided your [conduct improves sufficiently / you do not repeat behaviour in this time].

|  |  |
| --- | --- |
|  | You don’t have to specify an expiry date but an employer can’t rely on a warning for longer than is reasonable. And, specifying an expiry provides the employee with certainty. Generally, a warning can be relied on for 6 to 12 months, but any longer may not be reasonable.  |

I propose that we meet again on [date] to review your progress. Please let me know if you are unable to make this meeting.

If you wish to respond to this formal final warning letter please do so by contacting me on [phone number and /or email address] or by replying in writing.

Finally, I realise that this may be an unsettling time for you and would like to take this opportunity to remind you the Employee Assistance Programme is available to provide you confidential support. [name of provider] is our provider and can be contacted on [phone number].

If you have any questions about this letter please contact me directly.

Yours sincerely,

[Insert name]

[Insert position]

PLEASE KEEP A COPY OF THIS LETTER FOR YOUR RECORDS