**Private and confidential**

[addressee]

[address line 1]

[address line 2]

[postcode]

[date]

Dear [employee's name],

Warning letter

This letter is a written warning for [conduct / behaviour / actions]. You attended a meeting with me on [date]. [name of others at the meeting] were also at the meeting.

|  |  |
| --- | --- |
|  | The next part of this letter sets out an example of good practice. You may not have done all these things or they may not be relevant in your situation so you should delete what isn’t needed. |

At this meeting you were advised that your [conduct / behaviour / actions] has been unsatisfactory, and that immediate improvement is required / or that [conduct / behaviour / actions] must not happen again. In particular you were advised that [explanation of unsatisfactory conduct / behaviour / actions, for example regularly attending work late or inappropriate language / completing required tasks].

In the meeting you were asked if you had anything you wished to say or to respond to the situation and you [details of the employee’s response or if no response was provided you can note here that the employee ‘did not respond’].

After considering your responses / explanation I reached the preliminary view that your [conduct / behaviour / actions] must improve and specifically that you [instruction given to employee regarding improvement of conduct / behaviour / actions, for example outline expectations (ensure whatever you require is reasonable and fair in the circumstances and that you have considered any response or reasons from the employee)].

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

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 issue this warning.

This is your [first / second] warning letter. Your employment may be terminated if your [conduct / behaviour / actions] does not improve sufficiently [or if there is a repeat of the action] by [date that is reasonable in this situation].

This warning letter will be placed in your personal file but will be disregarded for disciplinary purposes after a period of [a reasonable period of time depending on the behavior], provided [your conduct improves / you do not repeat the behaviour] in the time.

I propose that we meet again on [date] to review your progress. Please let me know if this time is convenient to you. If you wish to respond to this formal warning letter please do so by contacting me on [phone number] 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