

You will need to remove/amend all red text in this document.
Do not forget to print this letter off on your company letterhead or add your logo.
Use the employees last known address.
Do not forget to put a signed copy of this letter onto the employees H.R. file.

FINAL WRITTEN WARNING LETTER

Dear **Name of employee**,

Re: Final Written Warning

Further to your disciplinary hearing on **Date** regarding **Insert details of allegation/incident**, please be aware that this letter constitutes a formal final written warning.

At the hearing you were offered the statutory right to be accompanied by either a colleague or Trade Union representative, and you opted to **waive this right/have in attendance NAME COLLEAGUE OR REPRESENTATIVE**.

A full investigation of the facts surrounding the complaint(s) against you was made by **Name** of **Department**. Having put the allegations before you for your defence at the disciplinary hearing, and after carefully considering your defence, the decision was made that your conduct was not acceptable in any circumstances.

For this reason, and taking into consideration the current active written warning on your file that you received for similar misconduct, it has been decided to formally warn you in writing about the following aspects of your unacceptable conduct. These are:

- **List each complaint which brought about the warning.**

You now need to immediately improve your conduct in the following ways:

- **List each way that the employee needs to improve their conduct with immediate effect, in relation to each complaint, in order to maintain employment with the company.**

This final written warning constitutes a part of our formal disciplinary process, and will remain active for a period of **Number** months from **Date of the letter**.

If, within this stated time period, there is any further cause for complaint or dissatisfaction in respect of similar misconduct to that already described, it could result in your immediate dismissal of employment from this company.

We do hope that this warning will lead to an immediate improvement in your conduct, so that no further action will be necessary. A copy of this letter will be placed on your personnel file.

You do have the right to appeal against the Company's decision if you are dissatisfied with it. If you do wish to appeal, you must inform the Company in writing in accordance with the Company's Disciplinary Procedure. **A copy of this is available upon request/attached for your information**. If you do appeal, then this needs to be done so by **Date** and for the attention of **Name** in **Department**. The Company will then invite you to attend an appeal hearing which you must take all reasonable steps to attend.

Hearing conducted by: **Name**

(This letter should be signed by the person who chaired the meeting)

Signed: **Name**

.....
For and on behalf of **the Company**

Date:



Please sign and return a copy of this warning letter to indicate that you have received it and understand its contents. If you do not understand the contents, then please seek legal advice before signing and returning it within 14 days.

Signed:
Name of employee

Date: