

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

## **WRITTEN WARNING LETTER**

Dear **Name of Employee**,

### **Re: Notice of Written Warning**

Further to your disciplinary hearing held on **Date** regarding **Highlight incident**, we write to inform you that the outcome of the hearing was that you are to be issued with a written warning. Please be aware that this letter constitutes a formal written warning.

You were given the statutory right to be accompanied at the hearing by a work colleague or Trade Union official. You opted to **Waive this right/have {name} in attendance**.

A full investigation of the complaints made against you by **Name** was conducted by **Manager/H.R. name**. Having put said allegations to you for your defence at the disciplinary hearing, it was decided that your explanation/excuses were not acceptable given the circumstances. For this reason, it was deemed appropriate to issue you with a formal written warning in regards to the following unacceptable aspects of your conduct, which are:

- \* **List the complaint(s) which gave rise to the disciplinary action**

In order to maintain a working relationship with this company, you are now required to adhere to the following conduct:

- **Make a list of the area(s) of conduct that the employee needs to improve, in order to solve each of the complaints made in the list above.**

This written warning forms part of the company formal disciplinary process. This warning will remain active on your H.R. file for a period of **Number** months from **Date of letter**. If, within this time period, there is any further dissatisfaction in respect of further misconduct to that already described above, a more serious form of disciplinary action may be taken against you. The consequences if this could be a final written warning or dismissal. We do hope that this will not be necessary, and that this warning will lead to a sufficient immediate improvement in your conduct.

A copy of this letter will be placed on your H.R. file.

You do have the right to appeal against this decision. If you do wish to appeal, you must inform **Name** in writing by no later than **Date**. **A copy of the Appeal Process is available upon request from the H.R. department**. Any appeal will be undertaken in accordance with the Company's Disciplinary Procedure.

If you do appeal, we will invite you to attend an appeal hearing, which you must take all reasonable steps to attend.

Disciplinary hearing conducted by: **Name of person who chaired the disciplinary hearing.**

Kindest regards,

Signed: ..... **This warning letter should be signed by the person who conducted the disciplinary hearing.**

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. Should there be any contents within this letter that you do not understand, then please do not hesitate to seek independent legal advice.

Signed: .....  
**Name of employee**

Date: .....