[Name of employee]

[Employee’s address]

[date]

Dear [first name of employee],

**First written warning about misconduct in [name of your business]’s disciplinary process**

Thank you for attending the disciplinary hearing on [DATE], where we discussed with you our concerns about your conduct and how it falls within [name of your business]’s definition of misconduct. These concerns are also summarised below. Following that hearing, [name of your business] has decided that it is appropriate to give you a first written warning, according to the terms of our disciplinary policy.

Our reasons for this first written warning, which reflect our discussions at the disciplinary hearing, are as follows: [insert details explaining why a first written warning is justified]

At that hearing on [DATE – same as para 1], we discussed the standards of conduct that [name of your business] applies to its employees and therefore to you[, in particular by reference to the Company’s policy on [insert details of any relevant policy that has been breached, if applicable]].

In terms of what happens next and what you need to do, to avoid this matter escalating any further, you will need to ensure you maintain the following standards of conduct: [insert details].

Your personnel file will contain this first written warning letter, but the letter will essentially expire, meaning that it will be disregarded for disciplinary purposes after [specify date/period], provided there is no further misconduct by you within that time period, and provided that the improvements set out above are achieved and maintained throughout that time.

Any further misconduct by you during this specified time period, including your failure to maintain the standards required, (whether of the kind leading to this warning being issued or not), is likely to result in another disciplinary hearing. That subsequent hearing may well lead to a final written warning being issued or, in serious cases, your dismissal.

If you want to appeal against our decision, please inform [specify person] in writing [specify date or within given time frame], setting out your grounds of appeal in full.

If you have any questions regarding this first written warning, please contact [specify person].

Yours sincerely,

……………………………………….......................

[name]

[title]

On behalf of [name of your business]