{today}

Dear {agentName}

#### {warningType} Written Warning

I write further to the disciplinary hearing on {hearingDate}

At this meeting your attendance was discussed with regard to your {type}.

Accordingly, I am writing to confirm the decision taken that you will receive a {warningType} written warning in accordance with the Company’s Disciplinary Procedure

A copy of this letter will be placed on your personal file for a period of 12 months provided there is no cause for further disciplinary procedures to be invoked. It is prudent to warn you at this stage that the company may consider dismissal as part of this process.

Should you wish to appeal against this disciplinary action then please place your appeal in writing/email to {appealName} within 5 working days of receiving this letter.

Signed………………………………………………………..

{tlName}

For and on behalf of the Company

Researchers at Crown Ltd T/A Teamsearch, Floor 2, 1850 Mill, Shaw Lodge Mills, HX3 9ET

t. 01422 360371 : w. [www.teamsearchmr.co.uk](http://www.teamsearchmr.co.uk)

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