**Disciplinary warning letters**

A warning letter must be technically correct to serve its purpose.

To assist you in drafting a warning letter, ask the following questions:

1. Does the letter state exactly what the problem is?

2. Does the letter contain the exact details surrounding the problem (incident/offence/behaviour etc). Does it give the date, time, place?

3. Does the letter make reference to previous warnings?

4. Does the letter state exactly what behaviour is expected from the person?

5. Does the letter state how important the correct behaviour is, and the consequences of not behaving correctly, i.e. the effect on other employees in the business?

6. Does the letter state a date by which improvements is expected, and give a review/follow up date?

7. Does the letter offer assistance from the manager in order to correct the unsatisfactory behaviour?

8. Docs the letter state what will happen if the employee fails to perform or correct the unsatisfactory behaviour?

9. Is the letter encouraging and not threatening?

10. Does the letter finish with the words:

* + Signature of recipient (this is not an admission of guilt, but proof of receipt)

**Verbal Warning**

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| --- | --- |
| **Date**: |  |
| **Company**: |  |
| **Employee name**: |  |
| **Position**: |  |

**Please note**:

This warning remains valid for a period of **6** months and expires on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Details of misconduct**:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. **Further corrective action** (**where applicable**):

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1. **Employee’s comments** (**if any**)

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Signed (employee): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Warning issued by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**First Written Warning**

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| --- | --- |
| **Date**: |  |
| **Company**: |  |
| **Employee name**: |  |
| **Position**: |  |

**Please note**:

This warning remains valid for a period of **6** months and expires on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1.) **Details of misconduct**:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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2.) **Further corrective action** (**where applicable**):

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3.) **Employee’s comments** (**if any**)

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Signed (employee): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Warning issued by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Second Written Warning**

|  |  |
| --- | --- |
| **Date**: |  |
| **Company**: |  |
| **Employee name**: |  |
| **Position**: |  |

**Please note**:

This warning remains valid for a period of **6** months and expires on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1.) **Details of misconduct**:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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2.) **Further corrective action** (**where applicable**):

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3.) **Employee’s comments** (**if any**)

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Signed (employee): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Warning issued by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Final Written Warning**

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| --- | --- |
| **Date**: |  |
| **Company**: |  |
| **Employee name**: |  |
| **Position**: |  |

**Please note**:

This warning remains valid for a period of **12** months and expires on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. If a similar offence is committed within this period it could lead to dismissal.

1.) **Details of misconduct**:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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2.) **Further corrective action** (**where applicable**):

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3.) **Employee’s comments** (**if any**)

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Signed (employee): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Warning issued by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_