# **Written Warning or Final Written Warning**

Date ………………..

Dear........................

You attended a disciplinary hearing on ………... I am writing to inform you of your \*.written Warning/ Final Warning This warning will be placed in your personal file but will be disregarded for disciplinary purposes after a period of ..................... months, provided your conduct improves/ Performance reaches a satisfactory level\*\*.

a) The nature of the unsatisfactory conduct or performance was:   
......................................

b) The conduct or performance improvement expected is:   
.....................................

c) The timescale within which the improvement is required is:   
.....................................

d) The likely consequence of further misconduct or insufficient improvement is:   
Final Written Warning / Dismissal

You have the right of appeal against this decision (in writing) \*\* to................. Within................. days of receiving this disciplinary decision.

Yours sincerely

Signed..........................................

Manager......................................

\* The wording should be amended as appropriate

\*\* Delete if inappropriate