

Letter to confirm formal verbal warning

[ON HEADED NOTE PAPER OF EMPLOYER]

[ADDRESSEE]

[ADDRESS LINE 1]

[ADDRESS LINE 2]

[POSTCODE]

[DATE]

Dear [EMPLOYEE'S NAME],

Confirmation of verbal warning

I am writing to confirm that, following the hearing held on [DATE], you were given a verbal warning under the [disciplinary **OR** capability] procedure.

The reason for the warning was that your [conduct **OR** performance] has been unsatisfactory in the following respect[s]: [SET OUT MISCONDUCT **OR** UNSATISFACTORY PERFORMANCE].

We have discussed improvements to your [conduct **OR** performance] and confirm that the following improvements are now expected of you: [DETAILS OF EXPECTED IMPROVEMENTS INCLUDING TIMESCALE IF RELEVANT].

Details of this warning shall be recorded [permanently] on your personnel file but shall be disregarded for disciplinary purposes after six months provided [there is no further misconduct within that time **OR** the improvements set out above are achieved and maintained throughout that time].

[Further misconduct **OR** Failure to achieve and maintain the necessary improvements] within that time is likely to result in a further [disciplinary **OR** capability] hearing which may lead to a written warning or a final written warning.

If you wish to appeal against this decision you should inform [NAME] in writing by [DATE], stating your grounds of appeal in full.

If you have any questions regarding this letter please contact [NAME].

Yours sincerely,

[NAME]

On behalf of [NAME OF EMPLOYER]