Verbal or Written or Final Written Warning Letter

<Date>

<Salutation> <First Name> <Surname>

Dear <First Name>

**RE: <**VERBAL or WRITTEN or FINAL WRITTEN**> WARNING**

This is to confirm the outcome of the just concluded disciplinary process in relation to <*summarise the issue of misconduct or unacceptable performance*>. These matters have been investigated by the Council and discussed with you on <Date>. Having considered all matters including your explanation, the Council considers that your recent action is unacceptable because <*Reason why*>. Our expectation for the future is that you will < *describe your expectations of the employee for the future*>

Accordingly, as conveyed to you at that meeting you are currently subject to a <verbal or written or final written warning> dated <Date>.

You are hereby formally warned that any further misconduct/poor performance will render you liable to more serious disciplinary action which could eventually lead to dismissal.

Yours faithfully

<Managers Name>

<Title>