

# Guide 3.5 (T): Dealing with Disciplinaries

## Template - Outcome of Disciplinary Meeting

### PRIVATE & CONFIDENTIAL

[Employee name]

[Address]

[Date]

Dear [employee name],

You attended a disciplinary hearing on [date]. I am writing to inform you of your [written warning / final written warning].

This warning will be placed in your personal file but will be disregarded for disciplinary purposes after a period of [number] months, provided your conduct improves.

a) The nature of the unsatisfactory conduct was [details of what they did wrong].

b) The improvement expected is [details of what was agreed].

c) The timescale within which the improvement is required is [number of agreed weeks / months/with immediate effect].

d) The likely consequence of further misconduct is a further disciplinary meeting that could lead to [final written warning / dismissal].

You have the right of appeal against this decision (in writing) to [name of person handling appeal] within [recommended 5 working] days of receiving this disciplinary decision.

Yours sincerely,

[signature and full name of manager/employer]