



<<Employee's Name>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Dear << >>

Re: Written Warning

Following the disciplinary meeting dated <<Date>>, I am writing, to confirm the decision that you be given a written warning. Please note that as a consequence of this written warning your employment is at risk if a further act of misconduct/failure to improve work performance or any breach of the terms of this warning occurs within the period stated.

This formal written warning will be placed in your personnel file but will be disregarded for disciplinary purposes after a period of 12 months, provided your conduct improves/performance reaches a satisfactory level.

The terms of this written warning are as follows:

1. The nature of the unsatisfactory conduct is: <<provide details>>
2. The following improvement is expected: <<provide details>>
3. The performance improvement is expected by/within: <<state period>>
4. The likely consequence of insufficient improvement is: <<dismissal or other action>>

You have the right of appeal against this decision. If you wish to appeal against this decision you should set out the grounds of appeal in a letter to me within 5 calendar days of receiving this warning.

We will continue to monitor and supervise your conduct and hope that you can achieve the standards expected of you.

Should you wish to discuss this further, need help or support, or do not fully understand the terms of this warning then please do not hesitate to contact me.

Yours sincerely

<<Name & Title>>

For and on behalf of Staffing Match