Dear \_\_\_\_\_\_\_\_\_\_\_\_

Further to our meeting on \_\_\_\_\_\_ (DATE), which was held to discuss your conduct, I write to summarise our discussion and confirm the outcome.

I explained to you the Company’s dissatisfaction with your misconduct. You will recall that we discussed *(state the precise nature of the conduct or the complaint and include references to any previous discussions).*

You said in response that (*summarise what the individual said in their defense).*

I informed you that we required you to (*state the improvement required, how this might be achieved and any assistance that will be provided).*

Your conduct will be closely monitored over the next (*state timescale*) and a review will take place on \_\_\_\_\_\_\_ (DATE) the “review date”

This letter confirms that, in accordance with the Company’s discipline procedure, you were given a verbal warning. A note of this warning will be kept on file but will be considered “spent” for disciplinary purposes after a period of *(6)* months. Should your conduct not meet the required improvement by the review date or if, while this warning is live, there is any (further misconduct / cause for complaint) of a similar nature, further disciplinary action will be taken, which could lead to you receiving a written warning.

In line with Company procedures, you may 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 warning please contact \_\_\_\_\_\_\_ (NAME).

Yours sincerely,

**Name**

**Job Title**