

Template 4.10 – Verbal Warning Letter

[Insert employee's name and address]

[Insert date]

Dear [insert name],

Re: Verbal warning

I write further to the disciplinary hearing on [insert date].

At this meeting, your conduct/performance was discussed with the regard to:
[Detail allegation as per the invitation to disciplinary hearing letter]

Accordingly, I am writing to confirm the decision taken that you receive a verbal warning, in accordance with the company's disciplinary procedure.

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

The improvement expected is [outline the improvement you expect].

The timescale within which the improvement is required is [insert period].

The likely consequence of insufficient improvement is further disciplinary action.

I have to warn you at this stage that the company may consider dismissal as part of this process.

You have the right to appeal against this decision, in writing, to [insert details] within five working days of receiving this letter.

Yours sincerely,

[insert your name]

[insert your job title]

For and on behalf of [insert company name]

Note: this letter should be printed on your company's letterhead.

*Please delete as appropriate.