

Dear

Re: Result Of Disciplinary Hearing

Following our recent meeting at which time I confirmed to you the outcome of the disciplinary hearing held on [redacted] I am now writing to confirm the action which is to be taken.

At the hearing we discussed [general statement of what was discussed/details of the complaint or nature of the unsatisfactory conduct].

Having heard all of the evidence presented to me I have decided that you should be issued with a [written warning/final written warning].

In reaching this conclusion I have been mindful of [statement of a summary of the major points, any factors in mitigation, reasons for the conclusion you have reached]. Please note that [set out details of the necessary action required to remedy the situation where appropriate, the conduct or performance improvement expected, timescales, the periods of review, any agreed training to be provided, and any other supportive measures agreed upon etc]. *(All as appropriate to the circumstances of the case)*

I would like to confirm to you that this [written warning/final written warning] will remain on your personnel file for a period of [see policy para 2.2] after which, given satisfactory service in the meantime, it will be disregarded. If, during this subsequent period of time there is a need to take further disciplinary action against you, then this warning will be taken into account, and as a result, you may be [issued with a final written warning/dissmised]. Every case, however, is considered in the light of its particular circumstances and context.

You have the right of appeal against this disciplinary action. The appeal must be made within one week of your receipt of this disciplinary letter (which is assumed to be two days following the date of posting). The appeal should be in writing, stating the grounds upon which you believe an appeal is appropriate, and sent to [name and address of person].

Yours sincerely

Manager