[Sender's name]

[Sender's address]

[Date]

Dear [recipient’s name],

On [date] you were given a formal verbal warning by [your company name] in connection to your [behaviour and conduct / performance at work] *[delete as appropriate]*. Namely, this centred on [describe the employee’s misconduct or underperformance].

On [date], it was decided that your [behaviour and conduct / performance] had not improved and that you were to be given a formal written warning. You were notified of this decision by letter on [date].

In that letter, it was made clear to you that unless your conduct improved by [date], disciplinary action would be escalated to a final written warning. After consulting with your line manager, [state line manager name], it has been decided that your [behaviour / performance] [delete as appropriate] is still unacceptable. I am therefore writing this letter to confirm to you that [company name] is giving you a final written warning.

If your [behaviour / performance] does not improve by [date], we will need to take further disciplinary action. This may include terminating your contract of employment at [company name].

You have the right to appeal this decision. If you wish to appeal, please [write] to ............................ within ............. days of receiving this disciplinary decision.

Yours sincerely

[Insert name]