[Sender's name]

[Date]

Dear [Recipient],

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].

At this meeting, it was decided that the behaviour described above was unsatisfactory and that, unless the behaviour improved by [insert date], [company name] would escalate this matter to a full 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 formal written warning.

If your [behaviour / performance] does not improve by [date], this will be further escalated to a final written warning. After this, we would consider further disciplinary action – which 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]