

Written warning templates

Generic written warning template

[Print on Employer's Letterhead or insert Company Name and Address]

[Team Members Name]

[Address]

[Address]

[Post Code]

[Date]

Dear [Name],

Following the disciplinary hearing that took place on [Date], I am writing to confirm the outcome. At the hearing you were informed that [insert company name] was taking disciplinary action against you for the following reasons: [Insert reasons here].

We have considered your evidence along with your explanation, and have decided that you will be given a verbal warning / written warning / final written warning in line with the company procedures. This is because [insert reasons for the outcome]. This will remain on your record for [insert length of time].

You have the right to appeal against this decision. If you would like to appeal, please write to [insert name and email address] within 5 days of receiving this outcome.

Yours sincerely

[Name & Title]

For and on behalf of [Company Name]

Poor performance written warning template

[Print on Employer's Letterhead or insert Company Name and Address]

[Team Members Name]

[Address]

[Address]

[Post Code]

[Date]

Dear [Name],

Following the disciplinary hearing that took place on [Date], I am writing to confirm the outcome. At the hearing, you were informed that [insert company name] was taking disciplinary action because you failed to meet the expectations and measurements set out for your job title.

We have considered your results along with your explanation, and have decided that you should meet the following goals: [list the set of precise goals and measurements you need them to achieve]

Following this letter, you must meet the goals we set out for your performance within the following time frame: [mention timeframe].

If you do not meet the goals within this timeframe, we will, unfortunately, have to consider further disciplinary action that might lead to your dismissal.

We hope you understand this letter and require you to sign an agreement. Please note that we will assist you as much as we can in reaching your goals. We do value your presence in the company and wish for your success.

You have the right to appeal against this decision. If you would like to appeal, please write to [insert name and email address] within 5 days of receiving this outcome.

Yours sincerely

[Name & Title]

For and on behalf of [Company Name]

Misconduct written warning template

[Print on Employer's Letterhead or insert Company Name and Address]

[Team Members Name]

[Address]

[Address]

[Post Code]

[Date]

Dear [Name],

Following the disciplinary hearing that took place on [Date], I am writing to confirm the outcome. At the hearing you were informed that [insert company name] was taking disciplinary action because of the unprofessional misconduct you displayed on [date when it happened].

We gathered evidence that you [describe the issue/what happened]. We consider this behaviour highly unprofessional and condone it as outlined in our [name] company policy.

For this reason, we have decided to [set expectations] and expect you to [set expectations to correct behaviour] within the following timeframe [set timeframe].

If you do not meet expectations within this timeframe, we will, unfortunately, have to consider further disciplinary action that might lead to your dismissal.

We hope you understand this letter and require you to sign an agreement. You have the right of appeal against this decision. If you would like to appeal, please write to [insert name and email address] within 5 days of receiving this outcome.

Yours sincerely

[Name & Title]

For and on behalf of [Company Name]

Absenteeism written warning template

Dear [Name],

Following the disciplinary hearing that took place on [Date], I am writing to confirm the outcome. At the hearing, you were informed that [insert company name] was taking disciplinary action because of your repeated unjustified absences.

Please note that these absences are impacting your team's productivity and performance. In a 12-month period, we recorded [add days of absences and occurrences] – although we do appreciate and understand that team members can be ill or need to be absent from work, this is against the company's current policy to not inform your manager on time and in advance.

For this reason, we have decided to issue a written warning that will stay on your record for 12 months and expect to comply with our current policy.

If you do not, we will, unfortunately, have to consider further disciplinary action that might lead to your dismissal.

We hope you understand this letter and require you to sign an agreement. Please note that we can offer support for whatever you're struggling with, and we're happy to help if you have any concerns with your current ability to attend work.

You have the right of appeal against this decision. If you would like to appeal, please write to [insert name and email address] within 5 days of receiving this outcome.

Yours sincerely,

[Name & Title]

For and on behalf of [Company Name]

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