# Notice of written warning or final written warning

**[Date]**

Dear **[employee name]**,

You attended a disciplinary hearing on **[date]**. I am writing to inform you of your **[written warning / final written warning]**.  
  
This warning will be placed in your personal file but will be disregarded for disciplinary purposes after a period of **[number]** months, provided your **[conduct improves / performance reaches a satisfactory level]**.  
  
a) The nature of the unsatisfactory **[conduct / performance]** was  
**[details of misconduct or performance issue]**.

b) The **[conduct / performance]** improvement expected is   
**[details of what was agreed]**.

c) The timescale within which the improvement is required is   
**[number of agreed weeks / months]**.

d) The likely consequence of **[further misconduct / insufficient improvement]** is a further disciplinary procedure that could lead to **[final written warning / dismissal]**.

You have the right of appeal against this decision (in writing) to **[name of person handling appeal]** within **[recommended 5 working]** days of receiving this disciplinary decision.

Yours sincerely,

**[signature and full name of manager / employer]**