**Private and Confidential**

*[Insert name]*

*[Insert address]*

*[Insert date]*

Dear *[insert name]*,

Further to the formal disciplinary hearing held on *[date]*, to discuss the allegations made against you, I am writing to confirm/inform you of my decision.

The matter(s) of concern to me was/were:

• *[insert details as per invite letter]*

At the hearing the reason(s) you gave for your misconduct was/were *[insert details].*

I also considered any mitigating factors that could affect my decision, namely (Insert mitigating factors)

Having listened to your explanation(s) I consider it/them to be unsatisfactory because *[insert reasons].*

Having carefully reviewed the circumstances, I have decided that a formal verbal warningis the appropriate sanction.

This warning will be placed on your personnel file but will be disregarded for disciplinary purposes after *[insert number]* months, provided your conduct improves to a satisfactory level.

The following improvement(s) in your conduct is/are required:

*[Insert details of change/improvement required and any assistance* *to be provided]*

Should there be any repeat of this misconduct, or indeed any misconduct in general during this period, you will be liable to further disciplinary action in accordance with our disciplinary procedure.

You have the right of appeal against my decision and should you wish to do so, you should write to *[insert name, job title]* within *[insert number of days (as per Company procedure)]* days of receiving this letter giving the full reasons as to why you believe the disciplinary action taken against you was either inappropriate or too severe.

Yours sincerely,

*[Insert name]*

*[Insert job title]*