**Private and Confidential**

*[Insert name]*

*[Insert address]*

*[Insert date]*

Dear *[insert name]*,

Further to the disciplinary hearing held on *[date]* which was held in your absence, having carefully reviewed the evidence which has been sent to you, I believe the misconduct allegations made against you are substantiated, which are:

* *[Insert the matters which are upheld]*

You provided written submissions as explanations for your alleged conduct. Your explanations were *[insert details]*.

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

I consider your explanation to be unsatisfactory because *[insert details]*

Having carefully reviewed the circumstances, I have decided that a *[delete as appropriate - written warning/final written warning]* is 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]*