Date

Name

Address

Dear Name

**Disciplinary Outcome**

This letter confirms the outcome of the disciplinary hearing held on Date with myself and Note Taker. You were given the opportunity to have a work colleague or trade union representative present at the meeting, which was called to discuss the following allegation/allegations

* Detail of allegation in full taken from the disciplinary invite letter

At the meeting, we discussed the above allegation/allegations and notes of the meeting are attached for your records. These are not intended to be verbatim, but are a true representation of the discussions which took place during the meeting.

Based on the evidence and the details outlined above, I have concluded that disciplinary action is appropriate given the circumstances and accordingly have decided to issue you with a final written warning which will remain live on your file for a period of 12 months. You should be aware that failure to make an immediate and sustained improvement in your conduct at work may result in further disciplinary action being taken against you, up to and including dismissal.

You have the right to appeal against my decision and should you choose to do so you should write to Name, Job Title, detailing your reasons for appeal, within five working days of receipt of this letter.

Yours sincerely

**Authorised Signature**

**Job Title**

Encl. Notes of disciplinary hearing