**[Company name]**

*How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue **[field]** until no blue remains. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.*

# Employee Warning Letter

*Documenting warnings properly: the facts, the standard expected, the improvement required, and the consequences, in fair and neutral language.*

**[DD Month YYYY]**

To: **[Employee name]**, **[Employee role]**

From: **[Manager name]**

**Subject: Formal written warning - [Policy / rule breached]**

## Details of the issue

Dear **[Employee name]**,

I am writing about an incident on **[Date of incident]**. **[Describe what happened, when, where, and who was involved, with dates and times.]**

This breached **[Policy / rule breached]**. Prior informal discussions about the same issue took place on **[dates of prior discussions]**.

### Standard expected

The standard expected is: **[Quote the expected standard in full]**.

This standard matters because **[why it matters, in one sentence]**.

You have previously received the following training or guidance on this standard: **[training / guidance received]**.

### Improvement required and timescale

From today, you are required to: **[exact behaviour required]**.

This will be reviewed on **[Review date]**. Improvement will be measured by **[how it will be measured]**.

If the standard is met at the review, this warning will be closed. If it is not met, the next formal step will follow, as set out below.

### Support offered

| Field | Entry |
|---|---|
| Re-training provided | |

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| Field | Entry |
|---|---|
| Buddy (first two weeks) | |
| Meeting to discuss difficulties (date) | |
| Wellbeing support available | |

### Consequences and right of reply

If the standard is not met by **[Review date]**, the consequence will be **[consequence, e.g. a final written warning]**, following company policy.

You may respond in writing within five working days, and you may appeal under the company grievance procedure.

Yours sincerely,

**[Manager name]**

Date: **[DD Month YYYY]**

**Employee signature and date (acknowledging receipt, not necessarily agreement):**

**[Employee name]**

Date: **[DD Month YYYY]**

**HR witness signature and date: [HR witness name]**

### Completion checklist

| ✓ | Check |
|---|---|
| | Facts, dates, and the policy clause are stated; no opinion about character is included. |
| | The required improvement, review date, and how it will be measured are explicit. |
| | The employee's right of reply and appeal route are stated and the letter is filed. |

| | |
|---|---|
| **Document** | Employee Warning Letter Template |
| **Prepared by** | **[Name and role]** |
| **Owner** | **[Name and role]** |
| **Version** | 2.0 (redesign wave 1) |
| **Date** | **[DD Month YYYY]** |

# [Company name]

| | |
|---|---|
| | |
| **Review date** | **[DD Month YYYY]** |