[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	
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,

[Company name]

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