Ashford Business Services Ltd

Employee Warning Letter

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

9 November 2026

To: **Sarah Mitchell**, **Employee role**

From: **James Patel**

Subject: Formal written warning - Policy / rule breached

Details of the issue

Dear **Sarah Mitchell**,

I am writing about an incident on **9 November 2026**. **9 November 2026**

This breached **Policy / rule breached**. Prior informal discussions about the same issue took place on **9 November 2026**.

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 **9 November 2027**. 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	

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Consequences and right of reply

If the standard is not met by **9 November 2027**, 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,

James Patel

Date: **9 November 2026**

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

Sarah Mitchell

Date: **9 November 2026**

HR witness signature and date: **Helen Morris**

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	**David Okafor, Office Manager**
Owner	**Priya Sharma, Finance Manager**
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