Ashford Business Services Ltd

Warning Notice

This template provides general wording only and is not legal advice. Check the wording against your agreement and the rules that apply to you before you use it.

9 November 2026
From: Sarah Mitchell, 14 Oakfield Road, Birmingham B17 9JH
To: Sarah Mitchell, 14 Oakfield Road, Birmingham B17 9JH
Dear Sarah Mitchell,
Re: Warning notice - Subject of this warning notice

1. Recipient and reference

Issued by: Sarah Mitchell **Issued to:** Sarah Mitchell
Role or relationship: Role or relationship of the recipient
Agreement or reference: JOB-1042
Date: 9 November 2026 **Reference:** JOB-1042

2. What this notice concerns, the facts, and what must change

This notice concerns Description of the breach, issue, or conduct this warning relates to as agreed at the meeting. It relates to Agreement, property, service, or arrangement the issue concerns as agreed at the meeting. and to the period from 9 November 2026 to 9 November 2026.

1. On 9 November 2026, Description of what happened.
2. On 9 November 2026, Description of what happened.
3. 9 November 2026.
These facts are recorded in Document, record, or evidence that supports the facts, if any.

You must take the following steps:
1. First step the recipient must take.
2. Second step the recipient must take.
3. Any further step the recipient must take.

3. Deadline to remedy

The steps in section 2 must be completed by 9 November 2026. If you need more time, ask in writing before that deadline, giving your reasons, to Sarah Mitchell at sarah.mitchell@ashford-business-services.co.uk.

4. Right of reply and consequences

You may reply in writing by 9 November 2026 to Sarah Mitchell at sarah.mitchell@ashford-business-services.co.uk. In your reply you may explain the facts, give your view, and set out steps already taken.
If the steps in section 2 are not completed by the deadline in section 3, the following will apply: Consequence if the steps are not completed, as set out in the relevant agreement or as agreed between the parties. Any further step will be as set out in Agreement, policy, or rule that sets out the next step.

Signature: _____ **Date:** 9 November 2026
Full name: Sarah Mitchell **Role:** Office Manager