



<<Employee's Name>>
<<Address>>
<<Address>>
<<Post Code>>

<<Date>>

Dear <<Employee's Name>>

I am writing to confirm that, following the hearing held on <<Insert Date>> you were given a verbal warning on <<Insert Date>>.

The reason for the warning was your conduct, which we considered to be unsatisfactory when viewed in the light of our policies, rules and standards. The specific issue(s) which were of concern were <<Insert Details of Misconduct>>.

At the meeting, we discussed improvements to your conduct and confirm that the following improvements are expected of you <<Give Details of Expected Improvements and Time Scale>>.

Details of this warning will be recorded on your file but shall be disregarded for disciplinary purposes after a time period of 6 months.

Further misconduct within that time is likely to result in a further disciplinary hearing which may lead to a written warning or final written warning.

You have the right to appeal against this decision. If you wish to appeal you should set out the grounds of appeal in a letter to me within 5 colander days of receiving this warning.

If you wish to discuss this further or do not fully understand the terms of this warning then please do not hesitate to contact me.

An additional copy of the Staffing Match Disciplinary Policy and Procedures is attached for your information.

Yours sincerely

<<Name and Title>>
For and on behalf of Staffing Match