[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. 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

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,

[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

[ ] 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: _____ **Owner:** _____

Version: 2.0 (redesign wave 1) Date: _____

Review date: _____