APPENDIX 18C – EMPLOYERS’ HANDBOOK *(Remove comments in red and insert details for individual in areas highlighted in grey.)*

**SAMPLE NOTICE OF THE RECORDED VERBAL WARNING, FIRST WRITTEN WARNING OR FINAL WRITTEN WARNING**

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

You attended a disciplinary hearing on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I am writing to confirm the decision made that you will receive a \*recorded verbal warning/\*first written warning/\*final written warning under the company’s disciplinary procedure.

This warning will be placed in your personal file but will not be considered for disciplinary purposes after \_\_\_\_\_\_\_\_months, as long as your conduct improves or performance reaches a satisfactory level.

a) The nature of the unsatisfactory conduct or performance was: \_\_\_\_\_\_\_\_\_

b) The conduct improvement expected is: \_\_\_\_\_\_\_\_\_\_

c) The timescale within which the improvement must be made is: \_\_\_\_\_\_\_\_\_

d) The likely consequence of further misconduct or not enough improvement is \*a first written warning/\*a final written warning/\*dismissal.

You have the right to appeal against this decision (in writing) to \_\_\_\_\_\_\_\_\_\_\_\_ within \_\_\_\_\_\_\_\_\_\_\_ days of receiving this disciplinary decision.

Yours sincerely

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Manager

\*The wording should be amended as appropriate