**[Letter Confirming Disciplinary Action Following a Disciplinary Hearing]**

[*Addressee*]

[*Date*]

**Re: Disciplinary Hearing Outcome**

Dear [*Employee’s Name*]

Following the disciplinary hearing held on (*insert date*) at (*insert venue*), I am writing to confirm the outcome of the disciplinary proceedings.

Present at the hearing were the following *(insert names, designations and roles of all those present).*

The purpose of the hearing was to consider the following allegation(s) against you (*insert details of allegation(s)*).

Having carefully considered all the evidence presented at the hearing, I am writing to confirm the decision taken that you be given a [*first written warning*/*written warning/final written warning*] under the Company Disciplinary Procedure.

This warning will be placed in your personal file for a period of *[6/12]* months, provided your [*conduct/performance improves to a satisfactory level / there are no further instances of misconduct*]. This warning will be taken into account should there be any further misconduct, which occurs during the identified period of this warning. The likely consequence of any further misconduct during the period of this warning will be a progression of the disciplinary process, which may lead up to and include dismissal.

You have the right of appeal against this decision within [*7*] days of receiving this disciplinary decision. If you wish to do so, you should write to *[insert name and address]* stating the grounds of your appeal.

Yours sincerely

*[Insert name]*

*[Insert job title]*