**Outcome of disciplinary hearing and record of warning – verbal; first warning; or final written warning**

Date ……………………………….

Dear ………………………………

**You attended a disciplinary hearing on …………………………… and I am now writing to advise you that the outcome of this hearing is that you will receive a verbal warning\*; written warning\* or a final written warning. This warning will be placed on your personal record for a period of ……**

**months after which it will be disregarded provided that your conduct improves/performance reaches the required standard\***

1. **The nature of the unsatisfactory conduct or performance was:**
2. **The conduct or performance improvement expected is:**
3. **The timescale within which the improvement is required is:**

**Should there be a need to use the disciplinary procedure again for any reason during the period this warning is on file you may be placing your job at risk.**

**You have the right to appeal this decision to ……………. (in writing) within ……. days of receiving this letter.**

**Yours sincerely**

**\*Delete as appropriate**