



Name  
Address

**Private & Confidential**

Dear

This is to confirm the outcome of the disciplinary meeting that was held on \_\_\_\_\_ . At this meeting you were accompanied by \_\_\_\_\_XXXX and \_\_\_\_\_ sat in to take notes on my behalf.

At the meeting I discussed with you the matter that had previously investigated after your suspension on \_\_\_\_\_.

*(give details here)*

After careful consideration I then informed you that you would receive a First Warning about \_\_\_\_\_.

I would remind you that you may appeal against this warning by writing to \_\_\_\_\_ stating clearly your reasons. Your letter should be received within 5 working days of you receiving this letter.

Lastly, I would again reiterate that I hope that it will not be necessary to take any further disciplinary action in the future, which, I regret to confirm, will result in further action having to be taken.

Yours sincerely,

**Name**

**Job Title**

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