*[Print on Employer’s Letterhead or insert Company Name and Address]*

<<Employee's Name>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Dear << >>

Re: Second Disciplinary Meeting Decision

Following the second disciplinary meeting on <<Insert date>> it has been decided that your [conduct/performance] is still unsatisfactory and that you be given <<a final warning / other disciplinary action>>.

I am therefore writing to you to confirm the decision that disciplinary action will be taken against you and the action will be <<Insert action>>.

Please note that you have the right of appeal against this decision. If you wish to appeal you should set out the grounds of appeal in a letter to << >> within << 5 >> days of receiving this notice of <<Insert action>>.

Yours sincerely

<<Name & Title>>  
For and on behalf of <<Company Name>>