**Private & Confidential (SENT BY FIRST CLASS SIGNED FOR POST)**

INSERT NAME

INSERT ADDRESS

DATE

Dear NAME,

**Outcome of Disciplinary Meeting – First Written Warning**

I am writing to confirm the main points arising from and the outcome of the Disciplinary Meeting held today, INSERT NAME, TITLE, in the INSERT LOCATION. I conducted the meeting and INSERT NAME, TITLE was in attendance to act as notetaker. You chose not to exercise your right to be accompanied and attended the meeting on your own.

The purpose of the Disciplinary Meeting was to consider your level of *absence, details of which are shown below:*

* *INSERT DETAILS*

*We discussed at some length the reasons behind your absences, and the impact they had on the business, your managers and colleagues. You acknowledged that your level of absence was high, however, you were committed to the business, and you would take steps to address this.*

*As these absences significantly and adversely affected our business, I have come to the view that your level of absence is not one that we are able to sustain or tolerate any further.*

As discussed, it is therefore with regret that I can confirm that I have decided to issue you with a First Written Warning. A copy of this letter will be held on your employee file for 6 months, and it will then be disregarded for disciplinary purposes, providing there is no further disciplinary action taken against you.

*I must inform you that your level of absence will be monitored over the coming months and should any further incidents of this nature take placed, this may result in disciplinary action being taken against you.*

You have the right of appeal, and if you decide to exercise this right, you should notify INSERT NAME, in writing, within 5 working days of receipt of this letter. You must clearly state the reasons for your appeal in your letter.

Yours sincerely

**INSERT NAME**

**INSERT TITLE**