

Warning Letter to Employee UK

Governed by the Employment Rights Act 1996, ACAS Code of Practice No. 1, Trade Union and Labour Relations (Consolidation) Act 1992 (ss. 207, 207A), and the Equality Act 2010 — Applicable in England and Wales

Date: _____

To (Employee): _____

Job Title: _____

Department: _____

From: _____

Position: _____

Re: _____

Dear _____,

As we have recently discussed, your _____ has been negatively affecting both your individual performance and your team's productivity. We take _____ seriously and require all employees to _____.

You have, however, frequently failed to comply with _____ and have _____ despite prior reprimands. More specifically:

Whilst we understand that unexpected circumstances may arise on occasion and we _____, we nonetheless require all employees to conduct themselves professionally.

This letter constitutes your _____ formal written warning under the ACAS Code of Practice. We require you to _____. Otherwise, we will have to take further disciplinary action, up to and including dismissal.

The required improvement must be demonstrated by no later than _____.

This warning will remain active on your record until _____, after which it will be considered spent.

I am available to discuss any circumstances contributing to your _____. Please do not hesitate to contact me directly if there is anything I can do to assist.

You have the right to appeal against this warning. Any appeal must be submitted in writing to _____ within _____ working days of the date of this letter.

Yours sincerely,

Signature

Full Name: _____

Position: _____

Date: _____