

Insert Company

Logo

Date

<Employee Name>

Physical Address or email address

Address

Strictly Private and Confidential

Dear <Employee Name>,

Re: Verbal Warning

You were invited to attend a disciplinary meeting on <insert date of meeting> to discuss an allegation of misconduct. The specific allegation that was put to you at the meeting was:

- <insert allegation – copy from the disciplinary meeting invitation>

You were informed of the meeting in writing and you were encouraged to bring a support person. You were advised that at the meeting you would be given every opportunity to provide us with your explanations in response to the allegation and any other information you'd like us to consider before coming to a decision.

In attendance at the meeting was <insert who attended the meeting from employer and employee >. If employee did not have representation or support person at the meeting insert – At the meeting, you had waived your right for representation.

You were advised in the meeting invitation letter, that if the allegations were substantiated it may constitute misconduct, thereby it may be a breach of <your employment agreement or our Code of Conduct> under section:

<insert clause – copy from the disciplinary meeting invitation>

In coming to a decision, the company has taken your response into consideration:

- <insert the employee response at the disciplinary meeting>

Therefore, after careful consideration of the facts, your explanation, and all the information, the company has decided to issue you with <a verbal warning>. The company believes that the allegations have been substantiated and you have breached <your employment agreement or the code of conduct>. Given the circumstances and consideration of all factors the Company believes this is the most appropriate outcome.

This warning will remain on your file for a period of <insert length of time>. After <insert length of time>, provided no further instances of misconduct of a similar or related nature have occurred, it will be removed.

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It is expected that all agreements and any company policies, procedures and guidelines are followed with immediate and continuing effect. If there are any further instances of similar or related misconduct, it may result in additional disciplinary action being taken against you possibly resulting in other sanctions up to and including termination of your employment.

If you have any questions regarding this matter, please do not hesitate to raise and discuss them with me. In the meantime, I hope that we can resolve this matter positively and look forward to working together in a constructive manner in the future.

Yours sincerely

Manager
Manager Title
Company

cc: anyone from the organisation that you are sending this letter to