**Private and confidential**

[addressee]

[address line 1]

[address line 2]

[postcode]

[date]

Dear [employee's name],

**Invitation to respond to proposed disciplinary action**

At our meeting on [date of the most recent meeting] we discussed [details of conduct / behaviour / actions].

You told me that [details of explanation and any other comments to be considered].

I have taken your views into account but [add why you disagree]. On balance I have decided that [the behavior / action / conduct] occurred [and that this broke the relevant policy etc.]. On this basis [and on the basis of the warning / warnings previously given to you], I have reached the preliminary view that it is appropriate to [give you a warning / final warning / dismiss you with notice / dismiss you without notice].

I want to hear your views in relation to this proposed disciplinary action and give you an opportunity to respond in writing. Please provide me with any additional or clarifying information that you believe is relevant.

I will consider your response before a decision is made. The decision may be disciplinary action as proposed, up to and including [a warning / a final warning / dismissal with notice or dismissal without notice].

Please provide a response in writing to this letter by [reasonable date].

I am also available to meet you in person to discuss your response if needed. If you would like to meet, you are entitled to bring a legal or union representative or other support person (such as a family member, or a friend) with you and I strongly encourage you to do so.

*The next part of this letter sets out an example of good practice. You may not have done all the things in the paragraphs below so you should delete what is not relevant to your situation. You should use as many paragraphs as you need (each situation will have had a different number of warnings)*

**Previous warnings [if relevant]**

On [date of earliest previous warning meeting] you had a meeting with [names of other people at the meeting]. At this meeting you were advised that your [conduct / behaviour / actions had been unsatisfactory / had not improved to the level required, eg. regularly attending work late or inappropriate language / completing required tasks], and that [immediate improvement was required / or that conduct / behaviour / actions must not happen again]. You advised that [explanation of unsatisfactory conduct / behaviour / actions]. You were issued with a [first / second / third / fourth etc] written warning letter on [date].

On [date of any third most recent previous warning meeting] you had a meeting with [names of other people at the meeting] and you were advised that your [conduct / behaviour / actions had been unsatisfactory, for example regularly attending work late or inappropriate language / completing required tasks], and that [immediate improvement was required / or that conduct / behaviour / actions must not happen again] had not improved to the level required. You advised that [explanation of unsatisfactory conduct / behaviour / actions].You were issued with a [second / third etc] written warning letter on [date].

On [date of the second most recent previous warning meeting] you had a meeting with [names of other people at the meeting]. At this meeting you were advised that your [conduct / behaviour / actions had been unsatisfactory / had not improved to the level required, eg regularly attending work late or inappropriate language / completing required tasks], and that [immediate improvement was required / or that conduct / behaviour / actions must not happen again]. You advised that [explanation of unsatisfactory conduct / behaviour / actions]. You were issued with a [first / second / third etc] written warning letter on [date].

On [date of most recent previous warning meeting which resulted in a [final] warning] you had a meeting with [names of other people at the meeting]. At this meeting you were advised that your [conduct / behaviour / actions had been unsatisfactory / had not improved to the level required, eg. regularly attending work late or inappropriate language / completing required tasks], and that [immediate improvement was required / or that conduct / behaviour / actions must not happen again]. You advised that [explanation of unsatisfactory conduct / behaviour / actions]. You were issued with a [final] written warning letter on [date].

I would like to remind you that confidential counselling and support is available to you. [name of provider] is our provider and can be contacted on [phone number].

If you have any questions about this letter please contact me directly.

Yours sincerely,

[name]

[position]

PLEASE KEEP A COPY OF THIS LETTER FOR YOUR RECORDS