

DISCIPLINARY LETTER

To: _____

Employee Name: _____

Employee Position: _____

Subject:

Notice of Disciplinary Action

This letter serves as a formal notice to you regarding a disciplinary matter that requires your immediate attention. The purpose of this letter is to outline the details of the incident(s), the findings of the investigation, and the disciplinary action that has been decided upon in accordance with our company policies and UK employment law.

Details of Incident(s):

Please describe the specific incident(s) or behaviour(s) which form the basis of this disciplinary action. Include dates, times, locations, and any relevant witnesses or evidence.

Investigation Summary:

Summarise the investigation process, findings, and any meetings or hearings held with the employee. Indicate whether the employee was given an opportunity to respond to the allegations.

Conclusion and Disciplinary Action:

Based on the investigation, it has been determined that the incident(s) constitute a breach of company policies. As a result, the following disciplinary action will be taken (select as appropriate):

- Verbal Warning
- Written Warning
- Final Written Warning
- Suspension without pay
- Demotion
- Termination of Employment

Please be advised that failure to improve or any further misconduct may result in further disciplinary action, up to and including termination of your employment.

Right to Appeal:

You have the right to appeal this disciplinary decision. Any appeal must be submitted in writing within seven calendar days of receipt of this letter. The appeal should outline the grounds on which you are challenging the decision.

Support and Representation:

You may be accompanied or represented at any disciplinary or appeal meetings by a colleague or trade union representative.

Confidentiality:

This matter is confidential, and you are expected to respect the privacy of all parties involved.

Yours sincerely,

Manager's Name:

Signature: _____

Date: _____

Employee's Acknowledgement:

I acknowledge receipt of this disciplinary letter and understand its contents.

Signature: _____

Date: _____

Original source of this document:

<https://docstemplates-uk.com/disciplinary-letter/>

Did you find this template helpful?

Find more updated templates at:

<https://docstemplates-uk.com/>

[View more templates](#)

This template is intended exclusively for personal, non-commercial use.
If distributed or published, the source must be mentioned.

This template is provided for guidance only and does not constitute legal advice.
It is recommended to consult a legal professional for each specific case.