**Tool 7. Template written warning (disciplinary procedure)**

**Note:** This is a sample written warning letter to your employee after holding your disciplinary meeting. Complete all purple fields prior to issue and remove ELAA headers.

[Insert service letterhead]

[Insert date]

**PRIVATE AND CONFIDENTIAL**

[Insert employee name and address]

Dear [insert name]

**Re: Formal written warning**

I refer to our letter concerning an allegation of misconduct, dated [insert date].

A disciplinary meeting was convened on [insert date], for the purposes of allowing you an opportunity to respond to the allegations of misconduct.  ***[On [insert date] you were invited to provide your response in writing to the allegations below, which is attached to this letter - delete if not applicable].***

Our meeting involved obtaining your verbal response, which is outlined in summary to the allegations as follows:

* On [Insert date], it is alleged that you [insert overview of conduct]. Specifically, it is alleged that you {insert of the incident} This is in breach of your employment obligations to follow [insert policy/regulations]. [insert specifics of the employee’s response to each allegation, avoid paraphrasing].
* On [Insert date], it is alleged that you [insert overview of conduct]. Specifically, it is alleged that you {insert of the incident} This is in breach of your employment obligations to follow [insert policy/regulations]. You responded that [insert specifics of the employee’s response to each allegation, avoid paraphrasing].

***[add or remove numbered allegations as specifically listed on invitation letter].***

Having regard to the above, and in the present circumstances you are hereby issued with a formal written warning that your conduct outlined above is unacceptable. Please be advised that any further misconduct may result in more serious disciplinary action, up to and including termination of your employment.

I am obliged to inform you that this matter is being treated in strict confidence. We ask that you respect this confidentiality by not conveying any information regarding this matter to any person, including work colleagues, parents, and others, without my prior consent.

[Insert if applicable - [Name, I understand this can be a difficult time and would like to advise you of the Employee Assistance Program which is a free and confidential counselling service that may be of assistance to you. Benestar can be contacted on [insert details].

Yours sincerely

**[Insert name of representative]**

**[Insert position e.g., Committee President, HR Manager]**