

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Job Title]

Subject: Notice of Final Warning Disciplinary Meeting

Dear [Employee Name],

You are required to attend a formal disciplinary meeting to discuss your conduct/performance. This meeting follows previous warnings issued to you on [Date of Previous Warning(s)].

Meeting Details:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Room Name or Online Link]
- **Chairperson:** [Insert Name of Manager]

Purpose of the Meeting:

The meeting is to address the following ongoing concerns:

- [List specific issue 1, e.g., Continued failure to meet sales targets]
- [List specific issue 2, e.g., Further instances of unauthorized absence]
- [List specific issue 3, e.g., Failure to improve following the written warning dated X]

Potential Outcome:

Please be advised that as you are already on a written warning, a potential outcome of this meeting is a **Final Written Warning**. You are reminded that any further failure to meet the required standards after a final warning may result in the termination of your employment.

Your Rights:

You have the right to be accompanied to this meeting by a work colleague or a trade union representative. If you wish to exercise this right, please provide the name of your companion by [Insert Date].

Please confirm your attendance by replying to this letter or contacting [Name] by [Time/Date].

Yours sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]