



FORMAL DISCIPLINARY WARNING FORM

Section A: The following section is completed by the line manager.

Please delete as appropriate:

(a) Formal Warning

(b) Final Formal Warning

Name of staff member receiving the warning: _____

Name of line manager issuing the warning: _____

Date: _____

The observed shortcomings in the staff member's conduct:

The action required to be taken by the staff member to overcome the shortcomings:

The consequences of failing to do so:

The duration of the warning: _____

The staff member has the right to appeal against the above formal warning – please follow Appendix K of the disciplinary procedures.

Section B (optional): The following section is completed by the staff member, if he or she wishes to comment on the above warning but does not wish to appeal against the formal warning. The staff member should return the completed form to the line manager within end working days. :

cc Dean or Director
HR Manager