

Warning Letter & Disciplinary Hearing Notice Templates

Ready-to-Use Templates for Kenyan SMEs

Prepared by EmmanuelHR

■■ Warning Letter Template

[Your Company Letterhead]

Date: [Insert Date]

To: [Employee Name]

Designation: [Employee Job Title]

Department: [Department]

Subject: First Warning Letter for [Specify Misconduct]

Dear [Employee Name],

This is to bring to your attention that on [insert date], it was observed/reported that you [describe the misconduct, e.g., reported to work late without justification].

This behavior is a violation of company policy [insert policy name or clause if available]. Please take this as a formal warning. Repetition of this misconduct may result in further disciplinary action, including termination.

You are advised to take this warning seriously and improve your conduct going forward.

Sincerely,

[Supervisor/Manager Name]

[Position]

[Signature]

Cc: HR Department

Employee File

■■■■ Disciplinary Hearing Notice Template

[Your Company Letterhead]

Date: [Insert Date]

To: [Employee Name]

Designation: [Employee Job Title]

Department: [Department]

Subject: Notice to Attend Disciplinary Hearing

Dear [Employee Name],

This letter serves as formal notice to attend a disciplinary hearing scheduled as follows:

Date: [Insert Hearing Date]

Time: [Insert Time]

Venue: [Insert Venue]

The hearing concerns the following allegations:

[Clearly describe the allegation or incident, e.g., theft of company property on 5th August 2025].

You are entitled to be accompanied by a colleague or representative of your choice. Failure to attend without valid reason will result in the hearing proceeding in your absence.

Please respond in writing within [e.g., 48 hours] to this notice to confirm your attendance.

Sincerely,

[HR Manager/Supervisor Name]

[Position]

[Signature]

Cc: HR Department

Employee File