

[Print on Employer's Letterhead] Company Name and Address]

<<Employee's Name>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Dear << >>

Following our informal meeting on <<Date>> I am writing to confirm the issues we discussed in respect of << E.g Your Work Performance >>.

During our discussion the following

1. << >>
2. << >>
3. << >>

Based on the above we have agreed << >> [and timetable to help resolve the matter(s)]:

1. << >>
2. << >>
3. << >>

I will continue to monitor your <<conduct>> regularly and will review your progress in<<state period e.g. one month>> necessary, at similar intervals thereafter.

This informal meeting was intended to discuss <<your conduct/work performance>> and does not form part of a formal disciplinary procedure. However, you should be aware that if your performance does not improve/there is a repeat of similar misconduct, or any other misconduct>>, this is likely to lead to formal disciplinary action being taken.

Should you have any further queries or if the above matter does not accurately reflect what we discussed during the meeting please contact me.

Yours sincerely

<<Name & Title>>

For and on behalf of <<Company Name>>