[Print on Employer's

- <<Employee's Name>>
- <<Address>>
- <<Address>>
- <<Post Code>>

<<Date>>

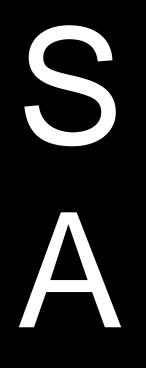
Dear << >>

Since our disciplinary meeting on performance/Conduct>>, I am writ case to answer. The disciplinary re

Should you have any further queri

Yours sincerely

<<Name & Title>>
For and on behalf of <<Company



ting

ect of << E.g Your work nvestigation and discussions there is no removed from your file.

mpany Name and Address]

to contact me.

