

[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 Conduct >>

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. << >>

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

Yours sincerely

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

S

A

M

P

L

E