**Private and Confidential**

*[Insert name]*

*[Insert address]*

*[Insert date]*

Dear *[insert name]*,

Further to our informal discussion held on *[date]* I am writing to underline my concerns regarding your conduct.

As you are aware the topic of our conversation was *[insert details of issue here]*.

On this particular occasion I have decided not to proceed with formal disciplinary action. However, this letter is to be treated as confirmation that I have discussed my concerns with you and that you are expected to make every effort to address the shortcomings that have been identified.

Should there be any repeat of this conduct, or indeed any misconduct in general you may be subject to formal disciplinary action.

You have the right of appeal against my decision and should you wish to do so, you should write to *[insert name, job title]* within *[insert number of days (as per Company procedure)]* days of receiving this letter giving the full reasons as to why you believe the disciplinary action taken against you was either inappropriate or too severe.

If you have any queries regarding the content of this letter please do not hesitate to contact me.

Yours sincerely,

*[Insert name]*

*[Insert job title]*