*[Print on Employer’s Letterhead or insert Company Name and Address]*

<<Employee's Name>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Dear << >>

Re: Informal Discussion

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

During our discussion the following points were covered:

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

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

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

I will continue to monitor your <<conduct/work performance>> regularly and will review your progress in<<state period e.g. one month’s>> time and, if necessary, at similar intervals thereafter.

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

Should you have any further queries or consider that this 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>>