*[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 your conduct at work.

During our discussion, the following points were covered:

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

You agreed on the need to improve your conduct in the workplace so that there is no further similar misconduct in the future. In particular, you agreed <<state specific agreed actions>>.

As discussed, I will continue to monitor your conduct on an ongoing basis and we will formally review your progress in <<state period e.g. one month>> and, if necessary, at similar intervals thereafter.

As you know, our meeting was intended informally to assist you in improving your conduct and does not form part of the Company’s formal disciplinary procedure. However, you should be aware that a repeat of similar misconduct, or any other instance of misconduct of any kind, is next time likely to lead to formal disciplinary action being taken against you.

If you have any further queries or consider that this letter does not accurately reflect what we discussed during the meeting, please do not hesitate to contact me.

# Yours sincerely

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