*\*\*BLUE TEXT SHOULD BE REMOVED BEFORE ISSUE\*\**

***Letter of concern minor misconduct – over 2 years’ service***

*In cases of minor misconduct, before you launch into instituting the formal disciplinary procedure, you should try to resolve the issue informally first by discussion with the employee. Use the letter to confirm your meeting discussions.*

*Employees who are not entitled to disciplinary proceedings (typically under 2 years’ service) should receive Letter of concern minor misconduct – under 2 years’ service.*

**PRIVATE & CONFIDENTIAL**

NAME

ADDRESS

DATE

Dear ........................................... (insert name of employee)

I refer to our informal meeting on .......... (insert date) at which we discussed ......... (insert summary of the minor misconduct).

We agreed at the meeting that you would strive to improve your conduct in the workplace, so that there is no further similar misconduct on your part. In particular, as we discussed, you now need to improve your conduct in the following ways: ............... (insert details).

I will continue to monitor your conduct on an ongoing basis and I will review your progress in .......... (insert number) [weeks’/months’] time and, if required, at similar intervals thereafter.

Please note that our meeting discussions were intended to informally assist you in improving your conduct and they do not form part of the Company’s formal disciplinary procedure. Nevertheless, I must advise you 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 instituted against you.

I do hope that our discussions will lead to a sufficient immediate improvement in your conduct so that such action will not be necessary.

If you wish to discuss any aspect of this letter, please do not hesitate to contact me.

Yours sincerely

...........................................

(insert signature and name of author)

For and on behalf of the Company