EMPLOYEE NAME

ADDRESS

DATE

Dear X

I am writing to you today following our meeting on DATE to discuss ISSUE COUNSELLED on DATE.

At this meeting it was clearly outlined that your behaviour was inappropriate and that any further instance of this behaviour will be addressed formally in line with the company’s disciplinary policy in a more formal manner.

Please find enclosed a copy of the company (Handbook / Attendance Policy). If you are unsure of any aspect of this document, I will be happy to review it with you.

If you have any questions in relation to this or any other matter, please do not hesitate to contact me.

Yours Sincerely,

NAME

TITLE