[***Today’s date***]

**Private and Confidential**

Dear [***Insert Name***]

**Re: Letter of Concern Regarding [insert Reason for Issue]**

I am writing to express my concern regarding [insert reason for issue]. [Include a brief summary of incident/issue]. [This is wholly unacceptable and immediate improvements must now be made by you in this area.]

Please be aware that a copy of this letter will be placed on your file and will remain there for a period of [insert amount] months. Should there be any further instances during this period then we will have no choice but to progress to a formal disciplinary hearing

Yours sincerely

[***Insert Name and Job Title***]

For and on behalf of [***name of Company***]

[***Insert name and address of recipient***]

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