

[insert date]

Dear employee name

### Letter of Concern

Following our [investigation] meeting held [date] at [time] I am writing to advise you of my concerns regarding the following areas of your performance at work.

1. [insert concern]

As a result, the performance improvement expected is detailed below. The time scale within which the improvement is required is [one month/effective immediately].

1. [insert details]

You should please note that this letter is not a formal warning as per the disciplinary process but an opportunity to highlight areas that the Company is concerned about and feels that you are capable of addressing. However, please be aware that if the performance improvements detailed are not met this will result in disciplinary action being taken as per the Company Disciplinary Procedure.

As a long-standing employee it is hoped that all of the issues above can be resolved positively and swiftly, and I am more than happy to offer any advice, help or guidance as you may require.

Yours sincerely

[insert name]

Title



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