



<Date>

Private and confidential

<Insert employee's full name>

<Insert employee's residential address>

Dear <insert name>

Re: Written Summary of a Verbal Disciplinary Discussion

This letter serves as a summary of our meeting on <Insert date/time/place>, regarding your <performance/conduct>. This is only a reiteration of what we discussed; it is not a written warning. In particular you were advised that <insert explanation of unsatisfactory performance or conduct, for example regularly attending work late or not completing required tasks>.

As we discussed, you need to show improvement in this/these area(s). (If appropriate): I will schedule weekly meetings during which we will review your progress and identify next steps, if necessary.

<Insert First Name>, CSCS relies on you to be a contributing member of the staff. As always, I hope you feel free to discuss with me any problems or concerns that may arise.

Sincerely,

<Insert name>

<Insert position>

PLEASE KEEP A COPY OF THIS LETTER FOR YOUR RECORDS

cc: Zone Manager
Workplace Improvement Officer
General Manager