

(Date)

(Name)

(Address)

Dear (Name)

Re: Discussion about an issue/incident on (Date and Time)

Details of Discussion

- **State what the issue is and how it was brought to your attention**
- **State key points of discussion including the employee's explanation**
- **(Use this 3rd point if applicable)**
- **State that the employee has been spoken to about their conduct/behaviour/professionalism on previous occasion(s).**
 - **Detail the number of times since they have been in post you have had to meet with them about their conduct/behaviour/professionalism**
 - **Specifying the date(s)/time(s)**
- **State expectations in terms of conduct/behaviour/ professionalism**

Actions agreed/outcomes

Include any training, reminders of policies and procedures and any other agreed actions

- **Any future conduct of this nature may invoke proceedings under the disciplinary procedure of the school and Local Authority**
- **A copy of this letter will be kept on the school's confidential file.**

Yours sincerely

(Name)

(Job Title)