

Letter of Concern and Expectation

DD/MM/YYYY (Date the letter was delivered)

[First and Last Name]

[Position]

[Work Location]

Dear [First and Last Name]:

This is a Letter of Concern and Expectation.

As discussed during your verbal warning, on _____ (DD/MM/YYYY - Date of Misconduct), _____ (provide a brief but specific description of the misconduct/behaviour that led to this letter).

Your conduct remains unacceptable. You are reminded of the expectations set upon you as an employee of Grande Yellowhead School Division. _____ (give specific expectations of job duties/behaviours including any AP's that need to be followed).

A review of your conduct will be held on _____ (DD/MM/YYYY - Date of follow up meeting).

We ask that you immediately adjust your conduct to the standard required by the Division. If you fail to do so, you will face disciplinary action up to and including termination of employment.

A copy of this letter will be forwarded to the Human Resources Department for placement on your personnel file.

Please let me know should you have any questions.

Thank you for your attention to this matter.

Yours Sincerely,

[Supervisor's First and Last Name]
[Supervisor's Position]
[Supervisor's Location]

[Employee First and Last Name] Signature
(Confirming Receipt of Copy of this letter)

