INSERT DATE

**STRICTLY PRIVATE AND CONFIDENTIAL**

**ADDRESSEE ONLY**

INSERT NAME

INSERT ADDRESS

Sent by Email to: (If applicable)

Dear NAME

**LETTER OF CONCERN**

Thank you for meeting with me on INSERT DATE.

During the meeting I outlined my concerns which were:

(Insert nature of concerns)

You shared with me (add staff member’s explanation). As a result I explained that I have taken into consideration the explanation provided, however this behaviour falls short of the standards expected from staff. I informed you of my expectations moving forward and we agreed the following actions:

INSERT DETAILS OF ACTIONS AGREED TO IMPROVE BEHAVIOUR, INCLUDING TRAINING, ANY TARGETS SET/ ANY TRAINING OR SUPPORT IDENTIFIED, INCLUDING TIMESCALES

[PLEASE NOTE IF THE MEMBER OF STAFF HAS IDENTIFIED ANY UNDERLYING HEALTH REASONS WHICH MAY BE A CAUSE FOR THE MISCONDUCT, A REFERRAL TO THE OH MAY BE DEEMED APPROPRIATE AT THIS STAGE]

Should there be any reason why you are unable to fulfil the above reasonable expectation please contact me to discuss further.

You were made aware during the meeting that if your conduct does not improve in the future, or this discussion fails to resolve the issue, it may be necessary to progress to the formal stage of the Disciplinary procedure, a copy of which is available on the Trust’s intranet.

A copy of this letter will be retained on your personal file and may be referred to in the event of further issues of misconduct.

You may speak in confidence with the Freedom to Speak up Guardian or Confidential Contacts who can be approached via email at FreedomToSpeakUpGuardian@uhb.nhs.uk or telephone on 0121 371 7221.

You were encouraged that if you wish to speak to anyone in confidence or in order to receive counselling during this period the Trust has a Staff Support Service who may be contacted on 0121 371 7170, alternatively you can email StaffCounselling.Services@uhb.nhs.uk. In addition to this, you can also access the staff wellbeing page from home by typing “UHB Wellbeing” into Google search.

I trust you find this letter a fair reflection of our discussion. If you have any concerns in respect of the content or require further clarification, please do not hesitate to contact me.

Yours sincerely

INSERT NAME

TITLE

Cc Personal file