

Section: PS 803-A
Corrective Discipline –
Sample Letter of Discipline
Appendix A

Last Revised: March 2013
Last Reviewed: March 2013
Next Review:

PERSONAL & CONFIDENTIAL

Date

Employee Name

Title

City/Town

Dear(Employee):

Re: Letter of Discipline – (Subject of Discipline)

This will confirm the meeting we had on (date) concerning your continued (state the nature of the unacceptable behavior).

You were warned verbally on (date) about (state the unacceptable behaviour) and you were advised that your failure to correct this could result in further discipline. Despite this warning, you have continued to (state nature of unacceptable behaviour), the latest incident occurring on (date).

As I have explained to you, this type of behaviour is unacceptable. It is your responsibility to correct this. If (state nature of unacceptable behaviour) continues, you will be subject to further disciplinary action.

If you have personal circumstances that may be affecting your ability to perform the duties of your position, the Government of Saskatchewan has an Employee and Family Assistance Program (EFAP). If you wish to access EFAP, I encourage you to do so. You can make arrangements by calling (306) 787-7567 or 787-7563.

A copy of this letter will be placed on you personnel file.

Sincerely,

(Signature of Manager)

c. Personnel File

Human Resources

Union (if applicable)