**[THIS LETTER SHOULD BE PRINTED ON COMPANY LETTER HEAD PAPER]**

**Performance Counselling Session Outcome Confirmation**

Sample

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| Sample Letter  This template letter is ready to be tailored to your company’s needs and should be considered a starting point.  Disclaimer: This template is meant to provide general guidelines and should be used as a reference. It may not take into account all relevant local, state or federal laws and is not a legal document. Neither the author nor HR Expert Australia will assume any legal liability that may arise from the use of this document. |

[Date]

**Private & Confidential**

[Employee First Name & Surname]

[Address 1]

[Address 2]

[City]

[State & Postcode]

Dear [First Name],

I am concerned about various aspects of your performance. I write to confirm the decision taken at the performance counselling session, which you attended on [Insert Date of Meeting].

Also, present were [Company Witness] who took notes of the meeting. At the conclusion of the meeting, after a detailed discussion, I informed you of the decision to review your performance again in [Insert Review Timeline – e.g. 4 weeks’ time].

The unsatisfactory performance / conduct leading to this performance counselling session was:

* [Insert Reason for the Meeting Here]

The improvement required is:

* [Insert the Improvements Required Here]

The timescale within which this improvement is required is:

* [Insert Timescale for the Improvement Here]

The likely consequence of a failure to achieve the required improvement could lead to disciplinary action (which could result in the termination of your contract of employment) <delete as appropriate>.

If you have any questions on this matter, please feel free to speak to me.

Yours Sincerely,

[Manager Name]

[Manager Title]

cc: personnel file

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| --- | --- |
| **Declaration**: | |
| I acknowledge receipt of a copy of this performance counselling outcome letter. | | | |
| **Employee:** | **Signature:** | | **Date:** |