

## Contents of a Letter of Direction

1. Intro- meeting date, individuals in attendance, purpose.
2. Describe inappropriate behaviour.
3. A quick statement detailing why the behaviour was inappropriate.
4. Describe employee's response during the meeting (fact-finding or informal sit-down).
5. List other mitigating factors, if any.
6. List considerations, if any.
7. Describe previous attempts to correct behaviour.
8. Describe the implications of behaviour for the employee, department or the organization as a whole.
9. Set out clear expectations.
10. Letter should include a statement like "This Letter is not to be construed as disciplinary" and NEVER "further occurrences may result in disciplinary action, up to.....".
11. End with "We anticipate good results in meeting these expectations" or "We anticipate your cooperation in meeting these standards".
12. Employee should be advised that a copy of the Letter of Direction will be placed on their personnel file.