

Contents of a Letter of Discipline

1. Intro- reference meeting date, individuals in attendance, purpose.
2. Describe inappropriate behaviour.
3. Statement detailing why the behaviour was inappropriate.
4. List aspects of relevant disciplinary history.
5. Describe employee's response to management at fact-finding.
6. List other mitigating factors that were considered.
7. List other relevant considerations (risk to organization, staff, clients/residents etc).
8. Describe seriousness of behaviour.
9. Describe previous attempts to correct behaviour.
10. Set forward the discipline.
11. Set out clear expectations for the future.
12. Advise that the letter will be placed in the personnel file.
13. Further misconduct may lead to further disciplinary action, up to and including termination.....