

Wednesday, 14 November 2018

John Sultana  
182 Buckwell Drive  
Hassall Grove, NSW, 2761

Dear John

**RE: Letter of Concern**

Further to our recent discussions on 12 November 2018, I am writing to underline my concerns regarding recent workplace activities.

On 11 November 2018 at approximately 10.15 am, it was alleged that you got into a heated argument with a number of fellow colleagues whilst in the new car showroom.

Upon questioning various staff who appeared to be involved (including yourself), it was found that this heated discussion did in fact occur. It was also identified that during the course of this heated discussion, customers were present in the nearby vicinity and heard this argument take place.

Whilst a number of questions still remain unresolved, you did acknowledge (and we are of the view) that you did use a number of profanities and derogatory statements towards a fellow worker while customers were present. Furthermore the tone of your voice was such, that the argument could be heard in the lounge area of the Ford showroom (as well as and Renault showroom).

As a member of management, there is unacceptable. There is an expectation that you would not engage in this type of conduct and conduct such as this, has the ability to damage AAG's reputation, profitability and viability.

We note that this is the first instance that you have engaged in this type of manner and is by no means, the standard you generally portray in the workplace. We also noted the circumstances leading up to this incident and for those reason alone, the group has elected not to issue you a form warning.

However, although this letter is not intended to be a formal warning and does not form part of the company's disciplinary procedure, however, it will be kept in your personnel file and thus takes the form of what I consider to be a reasonable written management instruction.

I hope you understand the need for me to set out my concerns in writing.

If you have any enquiries in relation to this matter, you are more than welcome to contact myself or your manager.

Yours sincerely



David Berlusconi  
Human Resources Manager