Print on your business letterhead

<Date>

Private and confidential

<Insert employee’s full name>  
<Insert employee’s residential address>

Dear <insert name>

Record of Initial Counselling

I am writing to you about your <performance/conduct> during your employment with <insert company/partnership/sole trader name and the trading name of business> (the employer).

On <insert date> you met with <insert name of others at the meeting> for initial counselling. Before this meeting was held you were advised you could bring a support person to which you <accepted/denied>.

Specifically, I drew your attention to the need to address the following matters:

* Insert matters raised

Having considered the issues raised above, you replied that you would undertake to:

* Insert employee’s response/suggestions

In this meeting, it was agreed that a review of your performance/attitude would occur in the near future. It was also advised that failure to improve on the above points may result in a formal warning being issued.

I must advise that this document forms the first stage of the company’s disciplinary procedure and I encourage you to discuss in confidence any aspect of your performance/attitude with me, with a view of resolving any difficulties.

Yours sincerely,

<Insert name>

<Insert position>

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**Employee name:**

**Employee signature:**

**Date:**

**Witness name:**

**Witness signature:**

**Date:**