

## EXAMPLE/LETTER OF CONCERN

(Date)

(Name of Employee)  
(Address)

Re: Letter of Concern

Dear (Name of Employee)

### **Nature of Problem**

### **Steps to Resolve Problem**

### **Consequences of Repeated Infractions of Continuing Deficient Performance/Conduct**

Sincerely,

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(Supervisor's Signature)

Distribution: Original to Employee  
Copy to Disciplinary File