

# Section: PS 803-A Corrective Discipline – Sample Letter of Discipline Appendix A

Last revised: March 2013  
Last reviewed: March 2013  
Next review:

## SAMPLE LETTER OF DISCIPLINE

### PERSONAL & CONFIDENTIAL

Date

Employee Name

Title

City/Town

Dear (Employee):

Re: Letter of Discipline – (Subject of Discipline)

This will confirm the meeting we had on (date) concerning your continued (state the nature of the unacceptable behaviour).

You were warned verbally on (date) about (state the unacceptable behaviour) and you were advised that your failure to correct this could result in further discipline. Despite this warning, you have continued to (state nature of unacceptable behaviour), the latest incident occurring on (date).

As I have explained to you, this type of behaviour is unacceptable. It is your responsibility to correct this. If (state nature of unacceptable behaviour) continues, you will be subject to further disciplinary action.

The Government of Saskatchewan has a confidential Employee and Family Assistance Program (EFAP). If you wish to access EFAP, I encourage you to do so. You can make arrangements by calling 1-844-880-9142. For more information about EFAP, visit [Taskroom](#).

A copy of this letter will be placed on your personnel file.

Sincerely,

(Signature of Manager)

- c. Personnel File
- Human Resource Business Partner
- Union (if applicable)