

LETTER OF CONCERN

To: _____

Address: _____

Subject:

Formal Letter of Concern Regarding Conduct or Performance

Dear Sir or Madam,

1. Purpose of this Letter

This letter serves as a formal expression of concern regarding certain conduct or performance issues that have been observed and require immediate attention and rectification.

2. Description of Concern

It has been noted that the following issues have occurred: [Insert detailed description of the specific concerns, including dates, facts, and any relevant circumstances].

3. Impact

The aforementioned conduct or performance has resulted in the following impacts: [Describe any consequences, including operational, financial, reputational, or legal effects].

4. Expectations and Required Actions

You are hereby requested to address these concerns promptly by: [Detail the actions required, any deadlines, and expected standards of performance or behaviour].

5. Potential Consequences

Failure to adequately address these concerns may result in further formal action, which could include disciplinary proceedings or other legal remedies as appropriate under UK law.

6. Right to Respond

You are entitled to provide a written response to this letter within a reasonable period. Your response will be duly considered in any subsequent actions.

7. Confidentiality

This letter and its contents are confidential and intended solely for the addressee. Disclosure to third parties is prohibited unless required by law.

8. Governing Law

This letter is issued in accordance with and governed by the laws of England and Wales.

9. Contact for Clarification

Should you require any clarification or wish to discuss this matter further, please contact the undersigned at your earliest convenience.

Yours faithfully,

[Name of Issuer]
[Position]
[Company/Organisation Name]
[Contact Information]

Issuer's Signature

Recipient's Signature

Signature: _____

Signature: _____

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