# Informal File Note

## This File Note is being issued to:

Full Name:

Position:

Further to our discussion which took place on [**Date & Time**] at [**Location**} with [**Who was present**] I am writing to confirm that I am issuing you with this File Note.

**The file note has been issued for the following reason(s):**

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**Key points of discussion:**

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**Agreed Outcomes, actions and timescales: (Should include any support agreed)**

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*This notice does not form part of any formal process but will be kept on your personnel file. If further incidents arise it may be taken into consideration should formal action be taken or in deciding whether formal action should be taken. If you have any concerns about this report, you should raise this with your manager as soon as possible.*

**Employee comments:**

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File note issued by: Name: Signature: Date:

File note issued to: Name: Signature: Date: