

Fiona Clarke

Date: 14 July 2026
Our Reference: DOL/A34ADD4D
Document Type: Letter

Dear Fiona Clarke,

This letter confirms the outcome of the disciplinary hearing held on 2 March 2026 concerning your recent conduct in your role as Operations Coordinator.

You have received coaching on procedural matters in November 2024 and were issued a First Written Warning in March 2025.

In September 2025 an unsigned cold-chain log was identified, which is inconsistent with operational standards.

In February 2026, two further incidents occurred: first, on 7 February, there was a failure to log the escalation of a barcode outage; second, on 9 February, an incorrect shift allocation led to unplanned overtime.

These events collectively demonstrate repeated failure to comply with required escalation and documentation procedures despite previous support and warnings.

Following careful consideration of the facts and your representations during the hearing, a Final Written Warning is hereby issued.

This warning serves as a serious reminder of the standards expected and the need for immediate and sustained improvement in your adherence to escalation and documentation requirements.

It is essential that all escalations are logged promptly in the operations log and that critical incidents are escalated to the site manager within 30 minutes.

To support your improvement, you will undertake refresher training on incident logging within the next 21 days.

You will also nominate a deputy with a documented delegation of responsibility.

In addition, weekly one-to-one check-in meetings with Marcus will be scheduled for a period of three months to provide ongoing support and monitor progress.



LETTER DETAILS

Employee
Fiona Clarke

Role
Operations Coordinator

Case type
Issue Final Written Warning

Reference
HRA-A34ADD4D



KEY DATES

Completed
14 July 2026

Please be advised that you have the right to appeal this decision. Any appeal must be submitted in writing within 10 working days of receipt of this letter, addressed to HR@havenfield.example as per internal protocol.

The appeal will be considered by a panel including an independent HR representative and a senior operations manager, and you will be notified of the outcome within 20 working days of submission.

[Signatory Name]

[Signatory Title]

Yours sincerely,

For and on behalf of HRHeaven QA Sample Employer