

Hannah Reed
HR Business Partner
Employer HR file

Date: 14 July 2026
Our Reference: IIWR/C49878A6
Document Type: HR record

Informal Warning Record

1. CASE SUMMARY

Informal Warning Record brings together the factual information recorded for Hannah Reed.

It provides a clear record of the relevant dates, decision points and follow-up actions for the issue informal warning.

2. INFORMATION CONSIDERED

When was the informal discussion held?:

- 25 March 2026

What concern was discussed?:

- Two recorded late starts and two instances of incomplete patient correspondence that required manager rework, causing clinic disruption and delayed patient communication.

What improvement or behaviour is expected?:

- Arrive by rostered start time; complete and finalise patient correspondence by the end of the clinic day; escalate any delays to manager promptly; seek clarification on ambiguous cases.

When will the position be reviewed?:

- 22 April 2026

I will keep this record factual and follow our policy before issue.:

- Yes

HR RECORD DETAILS

Employee
Hannah Reed

Role
HR Business Partner

Case type
Issue Informal Warning

Reference
HRA-C49878A6

KEY DATES

Completed
14 July 2026

First review
22 April 2026

Continued

Informal Warning Record

3. DECISION AND REASONS

Before issue or filing, the employer should check that the recorded outcome is factually accurate and consistent with the evidence held.

- Informal Warning Review is due on 22 April 2026.
- Prompt the employer to keep the record factual, check their procedure, preserve the employee's opportunity to respond and obtain specialist advice for protected-rights or dismissal risks.
- Review the Issue Informal Warning record for missing facts, evidence, follow-up ownership or review safeguards before completion.
- Review the completed documents for factual accuracy before issue or filing.
- File the final documents in the employee's personnel record.
- Assign an owner for each follow-up action and diarise the next review date.

4. AUDIT INFORMATION

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Prepared: 14 July 2026