

Fiona Brooks

Date: 14 July 2026
Our Reference: OTOF/2C70E15F
Document Type: Letter

Dear Fiona,

This letter summarises our recent one-to-one meeting held on 10 March 2026 and outlines the key points, next steps, and arrangements agreed upon during our discussion.

Thank you for your ongoing commitment and openness in sharing your current workload and development priorities.

During our review, we discussed your current employee relations caseload, which includes two active cases, as well as the schedule for apprentice training sessions.

We also addressed your development need for greater visibility over non-working days to improve planning and workload management.

Additionally, we reviewed workload distribution and identified pressure points that arise during peak months, considering options to better support you through temporary administrative reallocation and a revised catch-up rhythm.

Following our discussion, we agreed on several actions to help manage your workload and support your development:

1. Implement a trial of fortnightly 30-minute catch-up meetings on alternate days for a duration of two months. This will help maintain regular communication and timely updates.
2. Reallocate routine administrative data-entry tasks to the HR coordinator for six weeks to alleviate pressure on your workload.
3. Leah will update the training calendar and confirm who will lead each apprentice session to ensure clarity and organisation.
4. You will prioritise key milestones for the employee relations cases and provide weekly updates on case progress.

Please prepare to begin the catch-up meetings starting immediately following this summary and coordinate with the HR coordinator regarding the data-entry reallocation.

Leah will be in touch to update the training calendar and confirm session leads.



LETTER DETAILS

Employee

Fiona Brooks

Role

HR Business Partner

Case type

Regular 1:1 Review

Reference

HRA-2C70E15F



KEY DATES

Completed

14 July 2026

First review

10 March 2026

Continue prioritising your employee relations caseload and send your weekly progress updates as agreed.

Our next one-to-one review is scheduled for 12 May 2026, at which point we will assess the effectiveness of these arrangements and consider any further support you may require.

Should you have any questions or need clarification before then, please do not hesitate to reach out.

[Your Name]

[Your Position]

Yours sincerely,

For and on behalf of HRHeaven QA Sample Employer