

[Print on Employer's Letterhead] [Company Name and Address]

<<Employee's Name>>
<<Address>>
<<Address>>
<<Post Code>>

<<Date>>

Dear << >>

Re: Letter of Improvement Performance]

[Since the <<First / Final Formal Warning Meeting Date>> I am writing to acknowledge your improved [performance/conduct]

OR

[Since the disciplinary meeting of <<Date>> I am writing to acknowledge your improved [performance/conduct].]

I hope you can maintain this level of performance. Your [work/conduct] will continue to be monitored/supervised and should the next disciplinary meeting shall be discussed. You have maintained the <<formal warning / improvement period>> for <<Number>> months.

Yours sincerely

<<Name & Title>>
For and on behalf of <<Company Name>>