

[Print on

r insert Address]

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

<<Date>>

Dear << >>

I refer to our discussions concerning
order maintain the position of <<Job Title>>

ure

tain <<Details of Qualifications>> in

Whilst I appreciate the effort(s) you
achieved as soon as possible in order
be at risk should you fail to qualify

imperative that this qualification is
your current position. Your employment will

If you have any questions with respect
or assistance] please do not hesitate

or require further [training / supervision /

Yours sincerely

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

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