[Print on Employer's

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

<<Date>>

Dear << >>

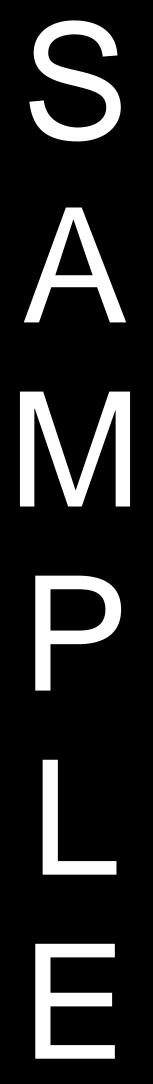
Re: Mi

Since the <<First / Final Formal W improved conduct.

I hope you can maintain this level and should this improvement be m disregarded within <<12>> months

Yours sincerely

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



mpany Name and Address]

oved Conduct

Date>> I am writing to acknowledge your

will continue to be monitored/supervised varning / final warning>> shall be