*[Print on Employer’s Letterhead or insert Company Name and Address]*

<<Employee's Name>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Dear << >>

Re: Letter Improved Conduct/Performance

Since our informal discussion on << Insert Date>> in respect of << E.g Your work performance/Conduct>>, I am writing to acknowledge your improved conduct/level of performance and hope this can be sustained.

Your work will continue to be monitored/supervised and should this improvement be maintained, the informal discussion shall be disregarded for future disciplinary purposes after a period of << 6 >> months.

Should you have any queries please do not hesitate to contact me.

Yours sincerely

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