*[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 the <<First / Final Formal Warning>> dated <<Insert Date>> I am writing to acknowledge your improved [performance/conduct].]

OR

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

I hope you can maintain this level of [performance/conduct]. Your [work/conduct] will continue to be monitored/supervised and should this improvement be maintained the <<formal warning / disciplinary meeting>> shall be disregarded within <<12>> months.

Yours sincerely

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