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

<<Employee's Name>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Dear << >>

Re: Poor Performance Record – Formal Warning

Since your First Formal meeting [First Formal Warning] of <<Date>> I am writing to acknowledge [and congratulate you on] your improved performance and the standards of work you have recently achieved.

I hope you can maintain this level of performance. Your work will continue to be monitored/supervised [and should this improvement be maintained the Formal Warning shall then be disregarded after a period of << 12 >>].

Yours sincerely

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