

[Print on Employer's Letterhead or on Company Name and Address]

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

<<Date>>

Dear << >>

Re: Letter of Improvement Performance

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

Your work will continue to be monitored. Should this improvement be maintained, the informal discussion shall be disregarded for all 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>>