

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

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

<<Date>>

Dear << >>

cord

Following our discussion on <<Date>> for work performance <<specify if
required e.g. consistent failure to achieve <<specify if>> the explanations you provided and the
subsequent actions, [e.g. training, supervision] I am pleased to inform you
that you have now achieved a satisfactory 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 disciplinary purposes after a period of << 6 >>
months.

Should you have any queries please discuss these with me.

Yours sincerely

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

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