[***Today’s date***]

**Private and Confidential**

Dear [***Insert Name***]

**Improved [*Conduct/Performance*]**

I am writing to acknowledge your improved [***performance and/or conduc***t].]

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

Yours sincerely

[***Insert Name and Job Title***]

For and on behalf of [***name of Company***]

[***Insert name and address of recipient***]

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