

Insert Company
Logo

Date

<Employee Name>

Physical Address or email address
Address

Strictly Private and Confidential

Dear <Employee Name>,

Re: Final Written Warning

RE: Performance Improvement Plan Outcome

You have been placed on a performance improvement plan from <insert date>. Since this plan was implemented, we have had a number of review meetings with you to discuss your performance and to provide assistance to you in order for you to meet the company standards.

We are pleased to inform you that following a period of coaching and monitoring of your job performance, you have achieved the necessary improvements required by your Performance Improvement Plan and confirm that you are now performing your duties to an acceptable standard.

Thank you for the effort that you have shown to make the required improvements and trust that this will continue.

Once again, well done and thank you for your efforts.

Yours sincerely,

Manager
Manager Title
Company

cc: anyone from the organisation that you are sending this letter to