**End of current performance procedure (after a warning) – no further steps**

***Add/delete information in brackets as appropriate***

[add address]

[add date]

**Re: Performance procedure (after a warning) – no further steps**

Dear [add name]

I am pleased to confirm the expiry of the [first] [final] written warning about your performance that we gave you on [date]. (The warning expired on [date].)

This means [name of your business] will not be taking any further action and the warning will be marked as expired on your personnel file.

Thank you for taking our feedback and requirements on board and for enabling us to reach the conclusion that no further action is needed.

We have been able to conclude this because following the [first] [final] written warning, you have met the standards of performance that we explained our employees must meet.

We note in particular that you have successfully fulfilled our requirements that you: [insert details of any improvements listed in the warning letter as required].

You do need to maintain these standards of performance, like any [name of your business] employee. I must emphasise that if you don’t continue to maintain them, [name of your business] may need to recommence performance proceedings and it’s my duty to point out that this could lead to further warning(s) being issued or, in the case of serious performance issues, to your dismissal.

I am keen not to end this letter on a negative note, however, and would like to say, once again, thank you for enabling us to conclude our process to date with this far happier outcome.

If you have any questions on the content of this letter, please do not hesitate to contact me.

Yours sincerely,

[add name]

[add title]