**Private and confidential**

[Employee name]

[Address]

[Date]

Dear [Name]

**Re: Level [1/2/3\*] Formal Capability Meeting Outcome – No Further Action**

I am writing to outline the meeting held on [date] to discuss the outcome of the [x weeks/months] review period to improve your performance in the areas discussed on DATE and subsequent letters.

As discussed I am pleased to confirm that your performance has improved significantly and you are now performing at the required standard for your role. Whilst I am pleased with the improvements you have made, I would like to take the opportunity to be clear that I expect you to maintain this level consistently.

Your performance will be reviewed under the normal supervisions and review process and should problems with your performance arise in the future, further action under the [capability procedure](https://www.york.ac.uk/admin/hr/policies/hr-procedures/capability/procedure) may be taken.

Please note the existing sanction of [formal/final written warning] still remains active on your file until [date].\*

May I congratulate you on the effort you have put in to improve the standard of your work. I hope that you will be able to continue this improvement, and would encourage you to seek assistance immediately should you experience any problems in the future.

Yours sincerely

**[Name Line Manager]**

**[Job Title]**