**Private and confidential**

[Employee name]

[Address]

[Date]

Dear [Name]

**Re: Informal 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. No further action will now be required under the University’s Capability Procedure and your performance will be reviewed under the normal supervisions and performance review process.

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.

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]**