

Example Letter Removing Employee from Work Improvement Plan
(red areas indicate areas to be completed by supervisor)

To: Name
From: Supervisor Name
CC: Division Director
Human Resources
Date: Date
Re: Removal from Warning

On **date**, you were placed on a Work Improvement Plan due to specific problems with **your job performance/behavioral issues**. After reviewing your results in relation to that Plan over the last **30/60/90 days**, I have noted improvements in the specific areas listed on the Plan. Therefore, I am removing you from the Work Improvement Plan effective **date**.

I am pleased you were able to meet the requirements of this Plan and am confident that you will maintain this level of performance in the future. However, should there be any re-occurrence of these issues, further disciplinary action may be taken, up to and including your termination from the City of Idaho Falls.

Employee _____ Date

Supervisor _____ Date