

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Job Title]

Department: [Department Name]

Subject: Notice of Intent to Cancel Warning Letter

Dear [Employee Name],

This letter serves as formal notification of our intent to cancel the written warning issued to you on [Date of Original Warning Letter] regarding [Brief Description of Original Issue, e.g., Attendance/Performance].

This decision is based on the following reasons:

- [Reason 1: e.g., Significant improvement in performance/conduct]
- [Reason 2: e.g., New information regarding the original incident]
- [Reason 3: e.g., Expiration of the review period]

As a result of this cancellation, the warning letter will be removed from your active personnel file and will no longer be considered in future disciplinary actions or performance evaluations, provided that the current standard of conduct is maintained.

We appreciate your commitment to meeting company expectations and encourage you to continue your positive progress.

Please sign below to acknowledge receipt of this notice.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

Signature: _____ Date: _____