

**INSERT DEPARTMENT LETTERHEAD**

<DATE>

**<HAND-DELIVERED OR EMAIL OR USPS CERTIFIED MAIL>**

<FULL LEGAL NAME>

<UIN>

<CLASSIFICATION>

**Deactivation of a <Work Performance Reminder / Written Reminder / Decision Making Leave>**

Dear <NAME>:

You were placed on a <Work Performance Reminder / Written Reminder / Decision Making Leave> on <DATE> for <DESCRIBE PERFORMANCE PROBLEM>. This letter is to confirm our discussion <DATE> when I advised you that you had completed the required period and this action will not be used to progress current discipline but will remain part of your historical file.

You have demonstrated your desire to maintain a good work record and willingness to be a productive member of our team. I am confident you will continue in this direction and that no further problems will arise in the future.

Sincerely,

First and Last Name

<CLASSIFICATION>

c: LER Consultant  
PPP Coordinator  
Union Representative (s) [if applicable]  
Legal Counsel  
IHR Personnel File  
Unit File/HR File