

To: [Employee Name]

From: [Manager Name]

Date: [Date]

Subject: Formal Reprimand for Unsatisfactory Work Output

Dear [Employee Name],

This letter serves as a formal reprimand regarding your recent work performance and failure to meet the required output standards for your role as [Job Title].

Specifically, the following issues have been identified:

- [Detail specific missed deadline or incomplete project]
- [Detail specific quality or quantity issues]
- [Reference any previous verbal warnings or discussions]

Your current level of productivity is below the expectations set for this position and negatively impacts the operations of the department. Immediate improvement is required.

To address these concerns, you are expected to take the following actions:

- [Required Action 1]
- [Required Action 2]
- [Timeline for improvement]

We will monitor your progress closely over the next [Number] days. Failure to show significant and sustained improvement in your work output may lead to further disciplinary action, up to and including termination of employment.

Please sign below to acknowledge that you have received a copy of this letter.

Sincerely,

[Manager Signature]

[Manager Name]

Employee Acknowledgment:

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[Employee Signature]