

**Date:** [Insert Date]

**To:** [Employee Name]

**Position:** [Employee Job Title]

**From:** [Manager Name/HR Department]

**Subject:** Formal Disciplinary Action: Unacceptable Work Quality

Dear [Employee Name],

This letter serves as formal notice regarding the unacceptable quality of your work. We have previously discussed these performance concerns on [Date of Previous Meeting/Discussion], yet we have not seen the necessary improvement.

Specifically, the following issues have been identified:

- [Description of specific error or poor quality task #1]
- [Description of specific error or poor quality task #2]
- [Description of missed standards or failure to meet requirements]

The failure to meet the required standards of your role has resulted in [mention impact, e.g., project delays, increased workload for others, or financial loss].

**Expectations for Improvement:**

Effective immediately, you are expected to meet the following objectives:

1. [Objective 1, e.g., Ensure all reports are error-free before submission].
2. [Objective 2, e.g., Follow the standard operating procedure for X process].
3. [Objective 3, e.g., Complete all assigned tasks with 100% accuracy].

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

Please sign below to acknowledge that you have received this letter and understand the expectations outlined.

Sincerely,

[Your Signature]

[Your Printed Name and Title]

**Employee Acknowledgment:**

I acknowledge that I have received this letter and have discussed its contents with my supervisor.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_