Date: [Insert Date]

To: [Employee Name]
Position: [Employee Job Title]
From: [Manager Name/HR Representative]
Subject: Formal Corrective Action for Substandard Performance

Dear [Employee Name],

This letter serves as a formal corrective action regarding your recent job performance. We have identified areas where your work does not meet the requirements of your position.

Description of Performance Issues:
[Detailed description of the specific tasks, goals, or benchmarks that were not met. Include dates and examples where applicable.]

Previous Discussions:
[List any prior informal coaching sessions or verbal warnings regarding these issues, including dates.]

Expectations and Required Improvements:
To ensure your success in this role, you are required to demonstrate immediate and sustained improvement in the following areas:

- [Requirement 1]
- [Requirement 2]
- [Requirement 3]

Performance Improvement Plan (PIP):
Effective today, you will be placed on a performance monitoring period of [Number] days. During this time, we will meet [Weekly/Bi-weekly] to review your progress. [Optional: Attach a separate PIP document if applicable.]

Consequences:
Failure to meet and maintain the standards outlined above within the specified timeframe may result in further disciplinary action, up to and including termination of employment.

Please sign below to acknowledge that you have received this letter and understand its contents.

Sincerely,

[Signature]
[Manager Name]
[Title]

Employee Acknowledgment:

_____

[Employee Signature]

_____

[Date]