[Your Name]
[Your Title]
[Company Name]
[Date]

[Employee Name]
[Employee Job Title]

Subject: Formal Notice Regarding Quality of Work

Dear [Employee Name],

This letter serves as a formal notice regarding the consistent quality of your work performance. Despite previous informal discussions on [Dates of previous meetings], your output continues to fall below the standards required for your position.

Specifically, the following areas of concern have been identified:

- [Description of specific error or poor quality task]
- [Description of specific error or poor quality task]
- [Impact of these errors on the team/company]

Effective immediately, you are expected to meet the following performance standards:

- [Specific improvement goal 1]
- [Specific improvement goal 2]
- [Requirement for accuracy and attention to detail]

We will monitor your performance closely over the next [Number] days. A follow-up meeting is scheduled for [Date] to review your progress. Please be advised that failure to show immediate and sustained improvement may result in further disciplinary action, up to and including termination of employment.

If you require additional training or resources to meet these expectations, please notify me immediately.

Sincerely,

[Your Signature]
[Your Printed Name]

Employee Acknowledgment:

I acknowledge that I have received this formal notice and understand the expectations outlined above.

Signature: _____ Date: _____