Date: [Insert Date]

To: [Employee Name]
Job Title: [Employee Job Title]

From: [Supervisor Name]
Title: [Supervisor Job Title]

Subject: Formal Reprimand - Work Quality Below Standards

Dear [Employee Name],

This letter serves as a formal reprimand regarding your recent work performance and the quality of your output, which has fallen below the expected standards for your position.

Despite previous discussions on [Date of previous meeting/informal talk], there has not been a sufficient improvement in your performance. Specifically, the following issues have been noted:

- [Description of specific performance issue 1]
- [Description of specific performance issue 2]
- [Description of specific performance issue 3]

These deficiencies have resulted in [mention impact on the team, projects, or company]. To address these concerns, you are required to achieve the following performance goals immediately:

- [Specific goal/improvement required 1]
- [Specific goal/improvement required 2]

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

Please acknowledge receipt of this letter by signing below.

Sincerely,

[Signature of Supervisor]

[Printed Name of Supervisor]

Employee Acknowledgment:

I have received a copy of this reprimand and understand its contents.

_____

[Employee Signature]

_____

[Date]