Date: [Date]

To: [Employee Name]

From: [Manager Name]

Subject: Counseling Letter Regarding Task Execution and Performance

Dear [Employee Name],

This letter serves as formal counseling regarding your recent performance, specifically concerning the execution of assigned tasks. We have noted that several of your recent deliverables have not met the expected standards for quality and accuracy required for your role.

Performance Concerns:

- [Description of specific task or project that was subpar]
- [Explanation of how the work failed to meet standards, e.g., errors, missed details]
- [Impact of the performance on the team or project]

Expectations:

Moving forward, it is expected that you:

- Complete all tasks with a high level of accuracy and attention to detail.
- Review your work against established guidelines before submission.
- Seek clarification or additional training if you are unsure of task requirements.

Next Steps:

We will monitor your performance closely over the next [Time Period, e.g., 30 days]. During this time, we will have weekly check-in meetings to discuss your progress and provide feedback. Failure to show immediate and sustained improvement may lead to further disciplinary action.

Please sign below to acknowledge that we have discussed these concerns and that you understand the expectations set forth in this letter.

Sincerely,

[Manager Signature]

_____

[Manager Name]

Employee Acknowledgment:

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

_____

[Employee Signature and Date]