Date: [Insert Date]

To: [Employee Name]

From: [Manager Name]

Subject: First Notice of Performance Concern

Dear [Employee Name],

This letter serves as a formal notice regarding concerns identified in your recent work performance. The purpose of this notice is to bring these matters to your attention so that we can work together to bring your performance back to the required standards.

Specific Areas of Concern:

- [Describe specific task or behavior #1]
- [Describe specific task or behavior #2]
- [Describe specific task or behavior #3]

Impact of Performance:

[Describe how these concerns affect the team, projects, or company goals].

Required Improvements:

To meet the expectations of your role, the following improvements are required immediately:

- [List specific, measurable goal #1]
- [List specific, measurable goal #2]

Support and Next Steps:

We are committed to helping you succeed. I would like to schedule a meeting on [Date] at [Time] to discuss a Performance Improvement Plan (PIP) and any resources or training you may need. Please be advised that failure to show immediate and sustained improvement may lead to further disciplinary action.

Please acknowledge receipt of this letter by signing below.

Sincerely,

[Manager Signature]

[Manager Printed Name]

Employee Acknowledgment:

I acknowledge that I have received this notice and have discussed it with my manager.

Signature: _____ Date: _____