To: [Employee Name]

From: [Manager Name]

Date: [Date]

Subject: Letter of Expectation for Performance Improvement

Dear [Employee Name],

This letter serves as a formal communication regarding your current job performance and outlines the specific expectations required for your role as [Job Title]. The purpose of this letter is to provide clarity on the areas where improvement is needed and to support your success within the team.

1. Areas of Concern

The following performance issues have been identified:

- [Description of specific issue 1, e.g., missed deadlines]
- [Description of specific issue 2, e.g., quality of work]
- [Description of specific issue 3, e.g., communication lapses]

2. Expectations and Standards

To meet the requirements of your position, you are expected to:

- [Specific goal 1, e.g., submit all weekly reports by Friday at 5:00 PM]
- [Specific goal 2, e.g., reduce error rate in data entry by 15%]
- [Specific goal 3, e.g., respond to client emails within 24 hours]

3. Action Plan and Support

To help you achieve these expectations, we will provide the following support:

- [Support item 1, e.g., additional training on software]
- [Support item 2, e.g., weekly check-in meetings]

4. Timeline for Review

We will monitor your progress over the next [Number] days. We will meet on [Date] to review your performance and determine if the expectations outlined in this letter have been met.

Please note that this Letter of Expectation is not a formal disciplinary action; however, failure to demonstrate immediate and sustained improvement may result in further action, including a formal Performance Improvement Plan (PIP) or disciplinary measures.

I am committed to helping you succeed. Please let me know if you have any questions regarding these expectations.

Sincerely,

[Manager Signature]

[Manager Name]

Acknowledgment of Receipt:

I acknowledge that I have received this letter and understand the expectations set forth.

_____
[Employee Signature]

Date: _____