Date: [Insert Date]

To: [Employee Name]

From: [Manager Name]

Subject: Notification of Performance Deficiencies

Dear [Employee Name],

This letter serves as formal notification regarding deficiencies in your recent job performance. We have identified specific areas where your performance does not meet the requirements of your role as [Job Title].

Areas of Concern:

- [Description of deficiency 1]
- [Description of deficiency 2]
- [Description of deficiency 3]

Impact:

[Explain how these deficiencies affect the team, projects, or company goals].

Required Improvements:

To meet the expectations of your position, you are required to:

- [Expected action/goal 1]
- [Expected action/goal 2]

Next Steps:

We will meet on [Date] to discuss a formal Performance Improvement Plan (PIP). During this period, your progress will be monitored closely. Failure to show immediate and sustained improvement may lead to further disciplinary action, up to and including termination of employment.

Please acknowledge receipt of this letter by signing below.

Sincerely,

_____

[Manager Signature]

Employee Acknowledgment:

_____
[Employee Signature] / [Date]