Date: [Insert Date]

To: [Employee Name]

From: [Manager Name]

Subject: Letter of Concern Regarding Job Performance

Dear [Employee Name],

This letter is to formally express my concern regarding your recent job performance in your role as [Job Title].

Specifically, the following areas have been identified as requiring immediate improvement:

- [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., attendance or communication]

We have previously discussed these matters on [Date of previous meeting], yet the expected standards are not currently being met. It is important for the success of the team that all responsibilities are fulfilled according to the requirements of your position.

I would like to meet with you on [Date] at [Time] to discuss a performance improvement plan. During this meeting, we will define clear objectives, identify any support or training you may need, and set a timeline for review.

Please acknowledge receipt of this letter by signing below.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

Employee Acknowledgment:

I acknowledge that I have received this letter and understand its contents.

Signature: _____ Date: _____