Date: [Insert Date]

To: [Employee Name]

From: [Manager Name]

Subject: Notice of Unsatisfactory Performance

Dear [Employee Name],

This letter serves as formal notification that your current job performance has not met the required standards for your position as [Job Title].

Specifically, the following areas of concern have been identified:

- [Description of specific performance issue or missed goal]
- [Description of specific performance issue or missed goal]
- [Reference to previous verbal warnings or discussions, if applicable]

To improve your performance, you are required to achieve the following objectives by [Deadline Date]:

- [Measurable goal or expected behavior]
- [Measurable goal or expected behavior]

We will meet on [Date/Time] to review your progress. Please be advised that failure to demonstrate immediate and sustained improvement may lead to further disciplinary action, up to and including termination of employment.

We are committed to supporting your success and encourage you to reach out if you require additional training or clarification regarding these expectations.

Sincerely,

[Manager Signature]
[Manager Title]

Acknowledgment of Receipt:

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

_____
Employee Signature

_____
Date