Date: [Insert Date]

To: [Employee Name]
Position: [Employee Job Title]

From: [Manager Name]
Subject: Official Letter of Reprimand regarding Performance

Dear [Employee Name],

This letter serves as an official reprimand regarding your recent job performance. Despite previous discussions held on [Date of previous meeting], your performance has not met the required standards for your role.

Specific Performance Issues:
[List specific areas where the employee is failing, e.g., missed deadlines, low output, or errors].

Required Improvements:
To remain in this position, you must demonstrate immediate and sustained improvement in the following areas:
[List specific targets or goals].

Timeline and Support:
Your performance will be monitored closely over the next [Number] days. We will meet on [Date] to review your progress. [Optional: Mention any training or resources provided].

Please be advised that failure to improve your performance to a satisfactory level may lead to further disciplinary action, up to and including termination of employment.

A copy of this letter will be placed in your official personnel file.

Sincerely,

[Manager Signature]

[Manager Printed Name]

Employee Acknowledgment:

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

Signature: _____ Date: _____