[Company Name]
[Company Address]
[City, State, Zip Code]

[Date]

[Employee Name]
[Employee Address]

Subject: Performance Concerns During Probationary Period

Dear [Employee Name],

As you are aware, you are currently serving your probationary period in your role as [Job Title], which is scheduled to conclude on [Date]. The purpose of this period is to assess your suitability for the role and your ability to meet the required performance standards.

Following our meeting on [Date of Meeting], I am writing to formally outline the performance concerns that have been identified. Specifically, we have noted the following areas where expectations are not being met:

- [Description of Concern 1: e.g., Accuracy of reports]
- [Description of Concern 2: e.g., Meeting deadlines]
- [Description of Concern 3: e.g., Communication with team members]

To assist you in reaching the necessary standards, the following support and objectives have been established:

- [Objective/Action 1: e.g., Complete training module by Date]
- [Objective/Action 2: e.g., Reduce error rate by 20% over the next two weeks]

We will continue to monitor your performance closely. We have scheduled a follow-up review meeting for [Date and Time] to discuss your progress. Please be advised that failure to demonstrate significant and sustained improvement may result in the extension of your probationary period or the termination of your employment.

We are committed to supporting you during this time. If you have any questions regarding these expectations or require further clarification, please do not hesitate to contact me.

Yours sincerely,

[Manager Name]
[Manager Title]

Employee Acknowledgment:

I acknowledge that I have received this letter and understand the performance concerns and expectations outlined above.

Signature: _____ Date: _____