

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name]

Subject: Letter of Behavioral and Cultural Performance Expectations

Dear [Employee Name],

This letter serves to formally outline the behavioral and cultural expectations required for your role at [Company Name]. While technical skills are essential, your contribution to our workplace environment and adherence to our core values are equally important to your overall performance.

1. Core Cultural Values

You are expected to demonstrate the following values in your daily interactions:

- [Value 1: e.g., Integrity]
- [Value 2: e.g., Collaboration]
- [Value 3: e.g., Accountability]

2. Behavioral Expectations

To ensure a productive and professional environment, the following behaviors are required:

- Maintain professional communication with all team members and clients.
- Contribute positively to team meetings and collaborative projects.
- Demonstrate receptiveness to constructive feedback and a willingness to adapt.
- Adhere to the company code of conduct regarding workplace etiquette.

3. Areas for Improvement

Specifically, we would like to see immediate and sustained improvement in:

- [Specific behavior to change]
- [Specific cultural misalignment to address]

4. Support and Next Steps

We are committed to helping you succeed. We will meet on [Date/Frequency] to review your progress. Failure to meet these cultural and behavioral standards may lead to further disciplinary action, up to and including termination of employment.

Please sign below to acknowledge that you have received this letter and understand the expectations set forth.

[Employee Signature]

[Date]

[Manager Signature]