

**Date:** [Insert Date]

**To:** [Employee Name]

**From:** [Manager Name]

**Subject:** Post-Evaluation Performance Expectations

Dear [Employee Name],

Following your performance evaluation conducted on [Date], this letter serves to formally outline the performance expectations and objectives discussed for the upcoming period.

**1. Performance Summary:**

Based on your review, your overall performance has been rated as [Rating]. While you have shown strengths in [Strength 1] and [Strength 2], there are specific areas where improvement or continued focus is required to meet the standards of your role.

**2. Key Areas for Improvement:**

During our meeting, we identified the following areas that require immediate attention:

- [Area 1]: [Brief description of the gap]
- [Area 2]: [Brief description of the gap]

**3. Specific Expectations and Goals:**

To ensure your success, you are expected to achieve the following by [Target Date]:

- [Goal 1]: [Measurable outcome]
- [Goal 2]: [Measurable outcome]
- [Goal 3]: [Measurable outcome]

**4. Support and Resources:**

The company is committed to supporting your development. To help you meet these expectations, we will provide:

- [e.g., Weekly check-in meetings]
- [e.g., Specific training or software access]
- [e.g., Mentorship from Name]

**5. Follow-Up:**

We will meet on [Date/Frequency] to review your progress against these goals. Please be aware that consistent failure to meet these established expectations may lead to further formal performance management actions.

I am confident that with focus and the support provided, you can achieve these objectives. Please sign below to acknowledge that we have discussed these expectations.

Sincerely,

[Manager Signature]

[Manager Name]

[Job Title]

**Employee Acknowledgment:**

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[Employee Name] / [Date]