

**To:** [Employee Name]

**From:** [Supervisor Name]

**Date:** [Date]

**Subject:** Letter of Corrective Action and Performance Expectations

Dear [Employee Name],

This letter serves as a formal corrective action regarding your [performance/conduct] in the position of [Job Title]. This action is being taken due to the following concerns:

**Summary of Issues:**

- [Describe specific incident or performance deficiency]
- [Include dates and previous verbal warnings if applicable]
- [Explain the impact on the department/team]

**Performance Expectations:**

To ensure your success moving forward, you are expected to meet the following objectives immediately:

1. [Specific, measurable goal 1]
2. [Specific, measurable goal 2]
3. [Requirement for communication or conduct]

**Support and Resources:**

We are committed to helping you improve. To support you, the company will provide [list resources, training, or weekly check-in meetings].

**Timeline:**

Your performance will be monitored closely over the next [Number] days. We will meet on [Date] to review your progress.

**Consequences:**

Failure to demonstrate immediate and sustained improvement in the areas mentioned above may result in 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 outlined.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature