MEMORANDUM

TO: [Employee Name]
FROM: [Supervisor Name]
DATE: [Current Date]
SUBJECT: Coaching Memorandum regarding Substandard Job Performance

Dear [Employee Name],

This memorandum serves as a formal coaching session to address concerns regarding your current job performance. The purpose of this letter is to provide clarity on expected standards and to assist you in improving your output to meet the requirements of your role.

1. Areas of Concern:
[Insert specific details regarding the performance issues, such as missed deadlines, quality of work, or specific errors.]

2. Impact of Performance:
[Insert how this performance affects the team, department, or company goals.]

3. Previous Discussions:
[Reference any previous informal conversations or verbal warnings regarding these issues, if applicable.]

4. Performance Expectations:
To meet the requirements of your position, you are expected to:

- [Expected action/result 1]
- [Expected action/result 2]
- [Expected action/result 3]

5. Action Plan and Support:
To assist you in achieving these goals, the following support will be provided: [Insert details of training, resources, or scheduled check-ins]. We will meet again on [Date] to review your progress.

Please understand that while this is a coaching document intended to help you succeed, failure to show immediate and sustained improvement in your performance may lead to further disciplinary action.

Please sign below to acknowledge that we have discussed this memorandum and that you understand the expectations outlined above.

_____
Employee Signature

_____

Date

_____

Supervisor Signature