MEMORANDUM

TO: [Employee Name]

FROM: [Supervisor Name]

DATE: [Insert Date]

SUBJECT: Coaching Memorandum: Failure to Meet Project Deadlines

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1. Purpose of Memorandum

The purpose of this memorandum is to formally document our coaching discussion regarding your recent performance, specifically concerning the failure to meet established project deadlines. This letter serves as a formal notice to help you improve your time management and delivery results.

2. Description of Performance Issue

It has been noted that the following project deadlines were not met:

- Project: [Project Name A] - Deadline: [Date] - Actual Completion: [Date/Status]
- Project: [Project Name B] - Deadline: [Date] - Actual Completion: [Date/Status]

Missing these deadlines has resulted in [mention impact, e.g., delayed team workflows, increased costs, or client dissatisfaction].

3. Prior Discussions

We previously discussed these concerns on [Date of informal meeting]. At that time, we discussed [briefly mention any previous support provided]. However, the required improvement in meeting schedules has not been maintained.

4. Expectations and Required Improvements

Moving forward, you are expected to:

- Submit all project deliverables on or before the assigned due dates.
- Provide a status update at least [Number] days before a deadline if you anticipate any delays.
- Utilize [Specific Tool/Software] to track progress and milestones.
- [Optional: Insert other specific requirement].

5. Action Plan

To support your improvement, we will implement the following:

- Weekly check-in meetings every [Day of the week] at [Time].
- Prioritization review of your current task list.
- [Optional: Mention training or mentorship].

6. Follow-up

We will review your progress on [Date]. Please be advised that continued failure to meet deadlines may lead to further formal disciplinary action.

Acknowledgment:

I have received this memorandum and understand the expectations outlined above.

_____
Employee Signature

_____
Date