MEMORANDUM

TO: [Manager Name], [Job Title]

FROM: [Supervisor Name], [Job Title]

DATE: [Current Date]

SUBJECT: Formal Coaching Regarding Managerial Leadership Performance

Dear [Manager Name],

This memorandum serves as a formal coaching record regarding concerns related to your leadership performance and oversight of your department. This document is intended to clarify expectations and provide a framework for improvement.

1. Areas of Concern
The following deficiencies in managerial leadership have been identified:

- Failure to provide clear direction and expectations to direct reports.
- Lack of active involvement in team conflict resolution.
- Inconsistent monitoring of team KPIs and project deadlines.
- Insufficient feedback and professional development support for staff members.

2. Impact on Operations
The lack of proactive leadership has resulted in [insert impact, e.g., decreased team morale, missed department targets, or increased turnover]. It is essential for the stability of the team that these areas are addressed immediately.

3. Expectations for Improvement
To meet the requirements of your role, you are expected to:

- Establish weekly one-on-one meetings with all direct reports.
- Provide written project timelines and clearly defined roles for every major task.
- Demonstrate accountability by taking ownership of team performance outcomes.
- Attend [Managerial Training Program Name] by [Date].

4. Support and Follow-up
I am committed to supporting your growth in this role. We will meet on [Date/Frequency] to review your progress. Failure to demonstrate immediate and sustained improvement in leadership effectiveness may lead to further formal disciplinary action.

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

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[Manager Signature] / [Date]

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[Supervisor Signature] / [Date]