[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Performance Review Follow-Up

Dear [Employee Name],

This letter serves as a formal follow-up to our performance review meeting held on [Date]. During this meeting, we discussed your performance evaluation for the period of [Start Date] to [End Date].

As noted in the review, your performance has been rated as unsatisfactory in the following areas:

- [Area 1: e.g., Quality of Work]
- [Area 2: e.g., Attendance and Punctuality]
- [Area 3: e.g., Productivity]

To assist you in meeting the required standards, we have established the following Performance Improvement Plan (PIP):

Required Improvements: [Describe specific actions and targets]

Support/Training: [List any resources or training provided]

Timeline: Your progress will be monitored over the next [Number] days, with scheduled check-ins on [Dates].

Please understand that consistent and sustained improvement is necessary. Failure to meet the expectations outlined in the PIP may lead to further disciplinary action, up to and including termination of employment.

We are committed to helping you succeed in your role. If you have any questions regarding these expectations, please reach out to me immediately.

Sincerely,

[Manager Name]
[Title]

Acknowledgment:

I acknowledge that I have received this letter and discussed its contents with my manager.

_____

Employee Signature

_____

Date