[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Mid-Year Performance Review Follow-Up

Dear [Employee Name],

This letter is a formal follow-up to our mid-year performance review meeting held on [Date of Meeting]. During this discussion, we reviewed your performance for the first half of the year against the expectations and objectives set for your role.

As discussed, your performance during this period has been identified as unsatisfactory. Specifically, we addressed the following areas where improvement is required:

- [Area of concern 1: e.g., Quality of work/Accuracy]
- [Area of concern 2: e.g., Attendance/Punctuality]
- [Area of concern 3: e.g., Meeting deadlines/Project completion]

To support your professional growth and help you meet the required standards, we have established the following Performance Improvement Plan (PIP) goals:

1. [Actionable Goal 1] - to be completed by [Date]
2. [Actionable Goal 2] - to be completed by [Date]
3. [Actionable Goal 3] - to be completed by [Date]

We will meet on a [Weekly/Bi-weekly] basis starting [Date] to monitor your progress and provide feedback. Please be advised that failure to demonstrate significant and sustained improvement in these areas may lead to further disciplinary action, up to and including termination of employment.

I am committed to providing the necessary support and resources to help you succeed. If you have any questions regarding the expectations outlined above, please reach out to me immediately.

Sincerely,

[Manager Name]
[Manager Title]

Acknowledgment of Receipt:

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

_____

[Employee Signature]

_____

[Date]