[Date]

[Employee Name]
[Job Title]
[Department]

Subject: Follow-up to Performance Review Discussion

Dear [Employee Name],

This letter serves as a formal follow-up to our meeting on [Date of Meeting] regarding your recent performance review. As we discussed, your current performance in the role of [Job Title] has been identified as unsatisfactory.

During our conversation, we highlighted the following specific areas where expectations are not being met:

- [Area of concern 1]
- [Area of concern 2]
- [Area of concern 3]

To support your improvement, we have established the following Performance Improvement Plan (PIP) objectives:

- [Objective/Goal 1]
- [Objective/Goal 2]
- [Deadline/Review Date]

We are committed to providing the necessary support and resources to help you succeed. We will meet again on [Follow-up Date] to review your progress. Please be advised that failure to demonstrate significant and sustained improvement may lead to further disciplinary action, up to and including termination of employment.

Please sign below to acknowledge that we have discussed your performance and that you have received a copy of this follow-up letter.

Sincerely,

[Manager Name]
[Manager Title]

Employee Acknowledgment:

Signature: _____ Date: _____