Subject: Follow-Up: Workplace Conduct and Performance Review

Dear [Employee Name],

This letter serves as a formal follow-up to our meeting on [Date] regarding your recent performance review and specific concerns regarding your workplace conduct.

During our discussion, we reviewed the following areas where your conduct has not met the company's expected standards:

- [Description of specific conduct issue 1]
- [Description of specific conduct issue 2]

As discussed, maintaining a professional environment is essential. To address these concerns, the following improvements are required immediately:

- [Specific expectation or required behavior 1]
- [Specific expectation or required behavior 2]

We will monitor your progress over the next [Number] days. A follow-up meeting is scheduled for [Date] to review your improvements. Please be advised that failure to rectify these conduct issues may result in further disciplinary action, up to and including termination of employment.

If you have any questions or require clarification on these expectations, please reach out to me directly.

Sincerely,

[Your Name]
[Your Title]
[Company Name]

Acknowledgment of Receipt:

I acknowledge that I have received this letter and understand the expectations outlined above.

_____
[Employee Signature]

_____
[Date]