[Date]

[Employee Name]
[Job Title]
[Department]

Subject: Follow-Up on Performance Re-Evaluation Period

Dear [Employee Name],

This letter is a formal follow-up to our meeting on [Date] regarding the conclusion of your performance re-evaluation period, which began on [Start Date] and ended on [End Date].

The purpose of this re-evaluation period was to provide you with the opportunity to improve your performance to meet the required standards of your role as [Job Title]. Specifically, we monitored your progress in the following areas:

- [Specific Performance Area 1]
- [Specific Performance Area 2]
- [Specific Performance Area 3]

After reviewing your work during this timeframe, it has been determined that your performance remains unsatisfactory. Despite the support and resources provided, the following expectations have not been met:

- [Detail specific failure or missing metric]
- [Detail specific failure or missing metric]

Because the required improvements have not been achieved, the company must take further action. [Insert consequence: e.g., extension of probation, transition to a formal Performance Improvement Plan (PIP), or termination of employment].

You will find a summary of your performance data and feedback attached to this letter. We will meet again on [Date/Time] to discuss the next steps in this process.

Sincerely,

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

cc: [Human Resources Representative Name]
Personnel File