[Date]

[Employee Name]
[Job Title]
[Department]

Subject: Follow-Up to Performance Review - Mandatory Training Requirement

Dear [Employee Name],

This letter is a formal follow-up to our performance review meeting held on [Date]. During the review, we discussed areas where your current performance does not meet the expected standards for your role, specifically regarding [mention specific skill or behavior].

To support your professional development and help you achieve the required performance level, you are required to complete the following training:

- **Training Program:** [Name of Course/Training]
- **Completion Deadline:** [Date]
- **Expected Outcome:** [Specific improvement expected after training]

Please provide a certificate of completion or written confirmation once the training is finished. We will meet again on [Date of Next Review] to evaluate the impact of this training on your performance and to discuss your progress toward meeting your objectives.

Please note that consistent improvement is necessary to maintain your current position. We are committed to providing you with the tools needed to succeed and encourage you to reach out if you require further clarification or resources.

Sincerely,

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

cc: [Human Resources Department]