

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

From: [Manager Name]

Subject: Official Reprimand for Below Average Performance Metrics

Dear [Employee Name],

This letter serves as a formal reprimand regarding your recent job performance. After reviewing the performance metrics for the period of [Start Date] to [End Date], it has been determined that your output is currently below the required company standards.

Specifically, your performance in the following areas has failed to meet expectations:

- [Metric 1: e.g., Sales Quota]: Your result [Result] vs. Target [Target]
- [Metric 2: e.g., Quality Score]: Your result [Result] vs. Target [Target]
- [Metric 3: e.g., Response Time]: Your result [Result] vs. Target [Target]

Previous discussions held on [Date of informal meeting] regarding these metrics have not yet resulted in the necessary improvements. Consistently meeting these key performance indicators (KPIs) is essential for the success of the team and the company.

Required Action:

You are expected to show immediate and sustained improvement in these metrics. Effective immediately, we will initiate a Performance Improvement Plan (PIP) to provide you with the necessary support and monitoring over the next [Number] days.

Failure to meet the performance goals outlined in your improvement plan or further instances of below-average metrics may lead to additional disciplinary action, up to and including termination of employment.

Please acknowledge receipt of this letter by signing below.

Sincerely,

[Manager Signature]

[Manager Title]

Employee Acknowledgment:

I acknowledge that I have received this letter and have discussed its contents with my supervisor.

Signature: _____ Date: _____