

**Date:** [Date]

**To:** [Employee Name]

**Position:** [Employee Job Title]

**From:** [Manager Name/HR Department]

**Subject:** Formal Disciplinary Action: Neglect of Core Business Metrics

Dear [Employee Name],

This letter serves as formal notification regarding your failure to meet the required performance standards concerning our company's core business metrics. Despite previous discussions on [Date of Previous Meeting], your performance in the following areas remains below acceptable levels:

- [Metric 1: e.g., Monthly Sales Targets]
- [Metric 2: e.g., Customer Satisfaction Score]
- [Metric 3: e.g., Lead Conversion Rate]

Specifically, our records indicate that [Brief description of the deficiency or missed targets]. The neglect of these key performance indicators (KPIs) directly impacts the department's productivity and the company's overall objectives.

**Expectations:**

Effective immediately, you are expected to reach the following targets by [Deadline Date]:

- [Target/Goal 1]
- [Target/Goal 2]

**Required Action:**

A Performance Improvement Plan (PIP) will be implemented to support your progress. Failure to demonstrate significant and sustained improvement in these core metrics may lead to further disciplinary action, up to and including termination of employment.

Please sign below to acknowledge that you have received this letter and understand the expectations set forth.

Best regards,

[Manager Signature]

[Manager Name]

**Employee Acknowledgment:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_