

Date: [Date]

To: [Employee Name]

From: [Supervisor Name]

Subject: Coaching Session: Quality of Work Standards

Dear [Employee Name],

This letter serves as a formal summary of our coaching conversation held on [Date] regarding the quality of your work. The purpose of this discussion was to address specific areas where current performance is not meeting the expected standards for your role as [Job Title].

During our meeting, we discussed the following areas of concern:

- [Specific example of error or missed standard]
- [Specific example of error or missed standard]
- [Impact of these errors on the team or project]

To ensure your success and alignment with department goals, we have agreed upon the following expectations moving forward:

- [Agreed upon action/improvement, e.g., double-checking reports for accuracy]
- [Agreed upon action/improvement, e.g., following the specific checklist provided]
- [Requirement for training or additional review process]

I am committed to supporting you in making these improvements. We will meet again on [Follow-up Date] to review your progress. Please let me know if you require any additional tools or clarification to meet these standards.

Sincerely,

[Supervisor Signature]

[Supervisor Name]

[Title]

Employee Acknowledgment:

I acknowledge that I have received this coaching letter and understand the expectations discussed.

[Employee Signature] / [Date]