

Date: [Date]

To: [Employee Name]

From: [Supervisor Name]

Subject: Formal Written Reprimand for Poor Quality of Work

Dear [Employee Name],

This letter serves as a formal written reprimand regarding your recent job performance and the quality of work produced. Despite previous verbal discussions on [Date of verbal warning], your performance has not met the required standards of your position.

Specifically, the following issues have been identified:

- [Describe specific error or project failure]
- [Describe specific error or project failure]
- [Describe specific error or project failure]

These inaccuracies have resulted in [describe impact, e.g., missed deadlines, client complaints, or additional work for the team]. High-quality work is essential for the efficiency of our department.

To address these concerns, you are expected to take the following actions immediately:

- [Action item, e.g., Review all reports for accuracy before submission]
- [Action item, e.g., Complete additional training on software]
- [Action item, e.g., Attend weekly check-in meetings]

We will monitor your performance over the next [Number] days. Failure to show immediate and sustained improvement may result in further disciplinary action, up to and including termination of employment.

Please sign below to acknowledge that you have received a copy of this letter. Your signature does not necessarily indicate agreement with the contents.

Sincerely,

[Supervisor Signature]

Employee Acknowledgment:

[Employee Signature]

Date: _____