

[Your Name]
[Your Job Title]
[Date]

[Employee Name]
[Employee Job Title]

Subject: Clarification of Quality of Work Expectations

Dear [Employee Name],

I am writing this letter to formally clarify the expectations regarding the quality of work required for your position as [Job Title]. The purpose of this communication is to ensure we are aligned on the standards necessary for your continued success within the team.

Specifically, I would like to highlight the following areas where improvements or adjustments are needed:

- **Standard of Output:** [Description of the specific quality level required, e.g., error-free reports, adherence to brand guidelines].
- **Attention to Detail:** [Description of expectations regarding accuracy and thoroughness].
- **Consistency:** [Description of the need for reliable performance across all assigned tasks].
- **Timeliness:** [Description of how quality must be maintained even when meeting deadlines].

To support you in meeting these standards, I recommend the following actions:

- [Action Item 1, e.g., Use of a checklist before submission]
- [Action Item 2, e.g., Attending a specific training session]
- [Action Item 3, e.g., Weekly check-in meetings]

I am committed to helping you succeed in your role. Please let me know if there are any resources or additional support you need to meet these expectations. We will review your progress on [Date].

Please acknowledge receipt of this letter by signing below.

Sincerely,

[Your Signature]

[Your Printed Name]

Employee Acknowledgment:

I have received and understood the quality of work expectations outlined in this letter.

Signature: _____ Date: _____