

Date: [Insert Date]
To: [Employee Name]
From: [Supervisor Name]
Subject: Formal Counseling Regarding Work Quality

Dear [Employee Name],

This letter serves as a formal counseling session to address concerns regarding the quality of your recent work performance. Specifically, the following issues have been identified:

- [Describe specific error or missed standard]
- [Describe specific error or missed standard]
- [Date/Project where issue occurred]

These performance gaps impact the department's ability to [describe impact, e.g., meet deadlines/maintain client satisfaction]. As discussed, the expected standard for your role is [describe expected standard].

To support your improvement, the following actions are required:

- [Action step 1, e.g., double-check reports for accuracy]
- [Action step 2, e.g., complete additional training module]
- [Action step 3, e.g., attend weekly check-in meetings]

We will review your progress on [Follow-up Date]. Please be advised that failure to improve work quality to a satisfactory level may result in further disciplinary action.

Please sign below to acknowledge that we have discussed this matter and that you have received a copy of this letter.

Employee Signature

Supervisor Signature