

Date: [Date]

To: [Employee Name]

From: [Manager Name]

Subject: Notice of Quality of Work Correction

Dear [Employee Name],

This letter serves as a formal notice regarding the quality of your recent work performance. Specifically, the following issues have been identified:

- [Description of specific error or sub-standard task]
- [Description of specific error or sub-standard task]

These errors do not meet the expected standards for your role, which include: [List specific standards or requirements].

To address these concerns, you are required to take the following corrective actions:

- [Required action 1]
- [Required action 2]

Immediate and sustained improvement is necessary. Failure to improve the quality of your work may result in further disciplinary action, up to and including termination of employment.

We will meet again on [Date] to review your progress. If you have any questions or require additional training, please contact me immediately.

Sincerely,

[Manager Signature]

[Manager Printed Name]

Employee Acknowledgment:

I acknowledge that I have received this notice and understand the improvements required.

Signature: _____ Date: _____