

[Current Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notification of Performance Deficiency

Dear [Employee Name],

This letter serves as formal notification that your current job performance has fallen below the expected standards for your position as [Job Title].

Specifically, the following areas of deficiency have been identified:

- [Description of deficiency 1]
- [Description of deficiency 2]
- [Description of deficiency 3]

These issues have been noted on the following dates/occasions: [List dates or specific examples].

To assist in your improvement, we are implementing the following expectations immediately:

- [Specific goal or required action 1]
- [Specific goal or required action 2]
- [Timeline for improvement]

We will meet again on [Date] to review your progress. Please be advised that failure to show immediate and sustained improvement may result in further disciplinary action, up to and including termination of employment.

If you have any questions regarding these expectations or require additional support, please contact me directly.

Sincerely,

[Manager Name]

[Manager Title]

Employee Acknowledgment:

I acknowledge that I have received this notification and have discussed the contents with my manager.

[Employee Signature]

[Date]