

Date: [Insert Date]

To: [Employee Name]

From: [Supervisor Name]

Subject: Formal Notice: Repeated Quality of Work Errors

Dear [Employee Name],

This letter serves as a formal notice regarding the ongoing quality of your work. Despite previous discussions held on [Date of Previous Meeting] regarding your performance, we have noted continued errors in your recent assignments.

Specifically, the following issues have been identified:

- [Description of Error 1 and Date]
- [Description of Error 2 and Date]
- [Description of Error 3 and Date]

These repeated errors impact the team's productivity and the overall standards of the department. Accurate work is an essential requirement of your role as [Employee Job Title].

Expectations for Improvement:

- Ensure all work is thoroughly proofread and checked for accuracy before submission.
- Follow the established standard operating procedures for [Specific Task].
- [Insert additional specific expectation].

Please be advised that immediate and sustained improvement is required. Failure to correct these quality issues may result in further disciplinary action, up to and including termination of employment.

We will meet again on [Follow-up Date] to review your progress. If you require additional training or clarification on your tasks, please reach out to me immediately.

Sincerely,

[Supervisor Signature]

[Supervisor Name]

[Job Title]

Acknowledgment of Receipt:

I acknowledge that I have received this notice and have discussed its contents with my supervisor.

Employee Signature

Date: _____