

[Current Date]

[Employee Name]

[Job Title]

[Department]

Subject: Quality of Work Action Plan Agreement

Dear [Employee Name],

This letter serves as a formal agreement regarding the Action Plan discussed during our meeting on [Date of Meeting] to address specific areas concerning the quality of your work output.

Identified Areas for Improvement:

- [Issue 1: e.g., Accuracy of data entry]
- [Issue 2: e.g., Attention to detail in reports]
- [Issue 3: e.g., Adherence to quality control standards]

Action Steps and Objectives:

- [Step 1: e.g., Completion of specific training module by Date]
- [Step 2: e.g., Implementation of a self-check list for every task]
- [Step 3: e.g., Weekly review of work samples with Supervisor]

Support and Resources:

To assist you in meeting these standards, the company will provide: [List resources, e.g., mentoring, software tools, or time for training].

Timeline:

The duration of this action plan is [Number] days/weeks, beginning on [Start Date] and ending on [End Date]. We will meet on a [Weekly/Bi-weekly] basis to review your progress.

Agreement:

By signing below, you acknowledge that you understand the expectations outlined above and agree to commit to the steps required to improve the quality of your work.

Sincerely,

[Manager Signature]

[Manager Name]

[Manager Title]

Employee Acknowledgment:

Signature: _____

Date: _____