[Date]

[Employee Name]
[Employee ID]
[Department Name]

Subject: Formal Notification of Breach of Department Performance Standards

Dear [Employee Name],

This letter serves as formal notification that your recent performance has failed to meet the established standards of the [Department Name] department. Specifically, this notice pertains to the following areas of concern:

- [Description of specific standard breached]
- [Date(s) of occurrence]
- [Impact of the breach on department operations]

As previously discussed during our meeting on [Date of Meeting], consistent adherence to these standards is essential for the efficient operation of our team. This breach is a violation of the [Company/Department Name] Performance Policy.

To address this issue, you are required to take the following corrective actions:

1. [Action Item 1]
2. [Action Item 2]
3. [Action Item 3]

We will monitor your performance closely over the next [Number] days. Failure to demonstrate immediate and sustained improvement may result in further disciplinary action, up to and including termination of employment.

If you require additional training or resources to meet these expectations, please contact me immediately. Please sign below to acknowledge receipt of this letter.

Sincerely,

[Supervisor Name]
[Supervisor Title]

Acknowledgment of Receipt:

_____
[Employee Signature]

[Date]