

Performance Improvement Notice

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name]

Subject: Performance Improvement Notice

Dear [Employee Name],

This notice serves to formally address concerns regarding your workplace conduct. It has come to our attention that there have been several incidents involving [briefly describe specific conduct issues, e.g., inappropriate behavior, consistent tardiness, lack of teamwork].

As part of our commitment to maintaining a positive work environment, we expect all employees to adhere to the company's conduct policies. Unfortunately, your actions have not aligned with these expectations, which may impact team morale and productivity.

We recommend the following steps for improvement:

- Attend a meeting with [Supervisor/HR] to discuss these concerns further.
- Complete training on workplace behavior and conduct.
- Provide weekly updates on your progress in addressing these issues.

We believe that with the right support and effort, you can improve your conduct within the workplace. Please take this matter seriously and work towards making the necessary changes.

We will schedule a follow-up meeting on [Insert Date] to review your progress.

Thank you for your attention to this important matter.

Sincerely,

[Manager Name]

[Position]

[Company Name]