

Employee Performance Reprimand Letter

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Performance Reprimand

Dear [Employee's Name],

I am writing to formally address concerns regarding your performance in your role as [Employee's Position]. Over the past [duration], I have observed several instances that do not meet our performance expectations.

[Briefly describe the specific issues, such as missed deadlines, lack of communication, or quality of work. Provide examples where applicable.]

It is critical that we uphold our standards and maintain productivity in our team. I would like to emphasize that improvement is necessary in the following areas:

- [Area of Improvement 1]
- [Area of Improvement 2]
- [Area of Improvement 3]

We value your contributions and are committed to helping you improve. I would like to schedule a meeting to discuss this matter in more detail and explore strategies for your development. Please let me know your availability for [insert proposed date/time].

Failure to improve in these areas may result in further disciplinary action, including potential termination of employment.

We hope to see a positive change in the coming weeks.

Thank you for your attention to this important matter.

Sincerely,

[Manager's Name]

[Manager's Title]

[Company Name]