

Notice of Underperformance

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Job Title]

Department: [Department Name]

Dear [Employee's Name],

This letter serves as a formal notice regarding your recent performance in your role as [Employee's Job Title]. We have observed several instances of underperformance in your job responsibilities, including but not limited to:

- [Specific instance or task that was not performed correctly]
- [Another instance or area of concern]
- [Additional relevant details]

It is crucial for our team's success that all members meet their job responsibilities effectively. We have discussed this issue in previous meetings on [insert dates of discussions], and we believe further steps are necessary to ensure you receive the support required to improve your performance.

Please schedule a meeting with me by [insert date] to discuss this matter further and develop a performance improvement plan. We are committed to supporting you in achieving the standards expected in your role.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]