

Employee Performance Issue Documentation

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Performance Issue Documentation

Dear [Employee's Name],

I am writing to formally document the performance issues we have discussed regarding your work performance. This documentation serves to outline specific areas of concern that need your immediate attention.

Performance Issues:

- [Insert specific issue 1]
- [Insert specific issue 2]
- [Insert specific issue 3]

Expected Performance Standards:

[Describe expected performance standards and goals]

Action Plan:

[Outline any steps necessary to address performance issues, including timelines and resources available]

It is important that we work collaboratively to resolve these issues. Please confirm receipt of this letter and schedule a meeting to discuss your progress and any additional support you may need.

Thank you for your attention to this matter.

Sincerely,

[Manager's Name]

[Manager's Title]

[Company Name]