

Corrective Action Plan

Date: [Insert Date]

To: [Employee Name]

From: [Manager/Supervisor Name]

Subject: Corrective Action Plan for Performance Improvement

Dear [Employee Name],

This letter serves as a formal notice regarding the need for immediate improvement in your performance. Following our recent discussions and evaluations, we have identified specific areas where your performance does not meet the expectations outlined for your position.

Performance Issues Noted:

- [Specific issue #1]
- [Specific issue #2]
- [Specific issue #3]

Expected Outcomes:

- [Expected outcome #1]
- [Expected outcome #2]
- [Expected outcome #3]

Action Plan:

1. [Action step #1]
2. [Action step #2]
3. [Action step #3]

We will conduct follow-up meetings on [insert dates] to review your progress. It is essential that you take this matter seriously and demonstrate a commitment to improving your performance.

If you have any questions or need assistance, please feel free to reach out to me directly.

Sincerely,

[Manager/Supervisor Name]

[Title]

[Company Name]
[Contact Information]