

Performance Recognition and Improvement Letter

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Employee's Department]

Dear [Employee's Name],

I would like to take this opportunity to acknowledge your hard work and commend your efforts in [specific project or task]. Your commitment to excellence and attention to detail have not gone unnoticed, and I appreciate the value you bring to our team.

However, I believe there is room for improvement in certain areas. Specifically, I would like to address [specific performance issues or areas for improvement]. I am confident that with dedicated effort and the right support, you can enhance your performance in these aspects.

To assist you, I would like to propose a plan that includes [specific actions, resources, or training opportunities]. Let's schedule a meeting to discuss this further and set attainable goals together.

Thank you for your hard work and dedication. I look forward to seeing the growth and progress in your performance.

Sincerely,

[Your Name]

[Your Position]

[Your Company]