

Performance Improvement Mediation Letter

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Mediation for Job Function Performance Improvement

Dear [Employee's Name],

I hope this message finds you well. I am writing to formally address some concerns regarding your performance in your current job function. It is important for us to discuss these matters to facilitate improvements and support your professional growth within the team.

We have observed the following areas where performance issues have arisen:

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

To assist you in overcoming these challenges, I propose we engage in a mediation session. This session will provide an opportunity for you to express any concerns and collaborate on strategies for improvement. Our primary goal is to ensure that you have the tools necessary to succeed in your role.

Please let me know your availability for this mediation session. I am looking forward to working together to foster a positive and productive work environment.

Thank you for your attention to this matter.

Sincerely,

[Manager's Name]

[Manager's Job Title]

[Company Name]