

Intervention Letter

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name]

Subject: Intervention Concerning Habitual Issues

Dear [Employee Name],

I hope this message finds you well. I am writing to address a concern that has become increasingly apparent regarding your performance. Over the past [duration], we have observed a pattern of [describe habitual problem].

This issue has not only affected your work but has also impacted the team's overall productivity and morale. We believe that it is essential to have an open conversation about this to find a constructive way forward.

We would like to schedule a meeting to discuss your thoughts and feelings regarding this matter. Additionally, we aim to explore potential solutions together. Please let us know your availability within the next week so that we can arrange a time to meet.

Your contributions to this team are valued, and we are committed to helping you overcome these challenges.

Thank you for your attention to this matter.

Sincerely,

[Manager Name]

[Manager Title]

[Company Name]