

Improvement Action Notification

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Notification of Improvement Action Required

Dear [Employee's Name],

We have reviewed your recent performance and have identified some areas where improvement is required. This letter serves to formally notify you of the actions that need to be taken to enhance your performance.

Areas for Improvement:

- [Area 1]
- [Area 2]
- [Area 3]

Action Plan:

1. [Step 1]
2. [Step 2]
3. [Step 3]

We expect to see progress in these areas by [Insert Deadline Date]. Please feel free to reach out to me if you need any assistance during this process.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]