

Letter Addressing Unsatisfactory Review Results

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Performance Review Results

Dear [Employee's Name],

I hope this message finds you well. I would like to take a moment to discuss the results of your recent performance review conducted on [Insert Date of Review]. After careful consideration, it has come to our attention that your performance does not meet the expectations set for your role.

Specifically, we noted the following areas of concern:

- Item 1: [Brief description]
- Item 2: [Brief description]
- Item 3: [Brief description]

It is important that we address these concerns promptly to support your professional growth and development. To that end, I would like to set up a meeting where we can discuss this feedback in detail and create an action plan together. Please let me know your availability over the next week so we can schedule this meeting.

Thank you for your attention to this matter. I am confident that with the right support and effort, we can work towards improving your performance.

Sincerely,

[Your Name]

[Your Position]

[Company Name]