

# Letter of Clarification Regarding Performance Issues

Dear [Employee's Name],

I hope this message finds you well. I would like to take this opportunity to address some performance issues that have been raised regarding your recent work. It is important to ensure that we provide clarity on these matters to facilitate your success moving forward.

Specifically, the following issues have been observed:

- [Issue 1: Description]
- [Issue 2: Description]
- [Issue 3: Description]

To address these concerns, I would like to discuss the following steps:

1. [Step 1: Description]
2. [Step 2: Description]
3. [Step 3: Description]

Please feel free to share your thoughts on this matter and suggest a convenient time for a meeting to discuss this in further detail. I believe we can work together to improve the situation and achieve positive outcomes.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]