

Employee Underperformance Notice

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Position]

Department: [Employee Department]

From: [Manager/Supervisor Name]

Subject: Notice of Underperformance

Dear [Employee Name],

I am writing to formally address concerns regarding your performance in your role as [Employee Position]. Over the past [time period], we have observed several instances where your performance has not met the established expectations for your position.

Specifically, the areas of concern include:

- [Specify first area of underperformance]
- [Specify second area of underperformance]
- [Specify third area of underperformance]

It is crucial that we address these issues promptly to support your development and ensure that you can fulfill the required duties of your role. We would like to schedule a meeting to discuss this matter in detail and develop a performance improvement plan.

Please reply to this email by [insert date] to confirm your availability for this meeting. We are committed to supporting you in overcoming these challenges.

Thank you for your attention to this important matter.

Sincerely,

[Manager/Supervisor Name]

[Manager/Supervisor Title]

[Contact Information]