

Performance Deficiency Communication

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Performance Deficiency Notification

Dear [Employee's Name],

I hope this message finds you well. I am writing to address some concerns regarding your performance in your current role as [Employee's Job Title]. It has come to our attention that certain expectations have not been met, and I believe it is essential to bring these to your attention to ensure we can support your success moving forward.

Specifically, we have noted the following areas of deficiency:

- [Specific Issue 1]
- [Specific Issue 2]
- [Specific Issue 3]

It is crucial for us to discuss these issues further, and I would like to schedule a meeting with you to explore how we can collaboratively address these performance concerns. Please let me know your availability over the next few days so we can arrange a convenient time.

I appreciate your attention to this matter, and I am confident that with the right support and effort, we can work towards improvement in these areas.

Thank you for your cooperation.

Sincerely,

[Manager's Name]

[Manager's Job Title]

[Company Name]

[Contact Information]