

Performance Improvement Reminder

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Performance Improvement Reminder

Dear [Employee's Name],

I hope this message finds you well. I am writing to discuss some concerns regarding your recent performance. It has come to our attention that there have been several areas that require improvement.

Specifically, we have noticed the following issues:

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

We believe in your potential and would like to offer support to help you improve in these areas. Please consider the following action items:

- [Action Item 1]
- [Action Item 2]
- [Action Item 3]

I would like to schedule a meeting to discuss this further and create a plan for your improvement. Please let me know your availability for the coming week.

Thank you for your attention to this matter, and I look forward to working together to help you succeed.

Sincerely,

[Manager's Name]

[Manager's Title]

[Company Name]