

Unsatisfactory Job Performance Alert

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Position]

Department: [Department Name]

Dear [Employee Name],

We are writing to formally address ongoing concerns regarding your job performance. It has come to our attention that your performance has not met the expected standards for your role.

Specific areas of concern include:

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

We value your contributions to the team and believe that with the appropriate support, you can improve in these areas. Therefore, we request that you meet with your manager to discuss a performance improvement plan. This plan will outline specific goals and provide resources to help you succeed.

Please respond to this letter by [Insert Response Date] to confirm your willingness to participate in this process.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]