

Unsatisfactory Performance Notification

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Unsatisfactory Performance Notification

Dear [Employee's Name],

We are writing to formally notify you regarding your performance in your role as [Job Title]. Over the past [time period], we have observed several areas of concern that need immediate attention.

The following points outline the specific aspects of your performance that are not meeting the company's expectations:

- [Detail 1]
- [Detail 2]
- [Detail 3]

We believe that with the right support and guidance, you can improve your performance. A performance improvement plan will be established, and we will schedule a meeting on [insert date] to discuss this in detail.

Please be aware that failure to improve in the identified areas may result in further action, up to and including termination of employment.

We are committed to supporting you in making the necessary improvements and look forward to working together towards a successful resolution.

Sincerely,

[Manager's Name]

[Manager's Title]