

Work Performance Issue Notification

Date: [Insert Date]

To: [Employee Name]

From: [Manager/Supervisor Name]

Subject: Notification of Work Performance Issue

Dear [Employee Name],

I hope this message finds you well. I am writing to address a concern regarding your recent work performance. It has come to my attention that there have been several issues that need to be discussed.

[Describe specific performance issues, e.g., missed deadlines, quality of work, communication problems, etc.]

We value your contributions to the team, and I believe there may be underlying factors affecting your performance. It is important for us to work together to address these issues.

We would like to schedule a meeting to discuss these concerns and come up with a plan to support your improvement moving forward. Please let me know your availability for the upcoming week.

Thank you for your attention to this matter. I look forward to working with you to resolve these issues.

Sincerely,

[Manager/Supervisor Name]

[Title]

[Company Name]

[Contact Information]