

# Corrective Action Plan

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Corrective Action Plan for Performance Improvements

## Introduction

Dear [Employee's Name],

This letter serves to formally address performance issues that have been observed in your role as [Employee's Job Title]. Our discussions on [insert specific dates] highlighted some areas of concern that must be addressed to ensure your success and the overall effectiveness of our team.

## Performance Issues

The following issues have been identified:

- [Issue 1: Description]
- [Issue 2: Description]
- [Issue 3: Description]

## Expected Outcomes

To address these issues, we expect the following outcomes:

- [Expected Outcome 1]
- [Expected Outcome 2]
- [Expected Outcome 3]

## Action Plan

The following action plan has been developed to assist you in meeting your performance goals:

- [Action Step 1: Description]
- [Action Step 2: Description]
- [Action Step 3: Description]

## Timeline

The timeline for this corrective action plan is as follows:

- Initial Review: [Insert Date]
- Mid-Point Review: [Insert Date]
- Final Review: [Insert Date]

## **Conclusion**

We believe that with your commitment and support, you can successfully address these performance concerns. Please sign and return a copy of this letter to acknowledge your understanding of the corrective action plan.

Sincerely,

[Manager's Name]

[Manager's Title]

## **Employee Acknowledgment**

I, [Employee's Name], acknowledge receipt of this corrective action plan and understand the expectations and required actions.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_