

Performance Recovery Plan

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Performance Recovery Plan

Dear [Employee's Name],

As discussed in our recent meeting, this letter serves as a formal outline of your Performance Recovery Plan. Our goal is to support you in achieving the expected standards of performance in your role.

Areas of Concern

- [Specific issue #1]
- [Specific issue #2]
- [Specific issue #3]

Performance Expectations

You are expected to improve in the following areas:

- [Expectation #1]
- [Expectation #2]
- [Expectation #3]

Action Steps

The following steps will be taken to support your recovery:

- [Action Step #1]
- [Action Step #2]
- [Action Step #3]

Timeline

Your progress will be reviewed on [Insert review date].

We believe in your potential to improve and are here to assist you. Please do not hesitate to reach out if you need any additional support.

Thank you for your attention to this important matter.

Sincerely,

[Manager's Name]

[Position]

[Company Name]