

Performance Quality Enhancement Letter

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Performance Quality Enhancement Plan

Dear [Employee's Name],

We appreciate your contributions to our team and value your hard work. However, we have identified some areas where we believe enhancements can be made to improve your performance quality.

Areas for Improvement:

- [Specific Area 1]
- [Specific Area 2]
- [Specific Area 3]

Action Plan:

To support you in these areas, we propose the following action plan:

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

We will conduct follow-up meetings every [frequency, e.g., two weeks] to discuss your progress and provide further support.

We believe that with the appropriate support, you can achieve the desired improvements in your performance quality.

Thank you for your attention to this matter. Please feel free to reach out with any questions or concerns.

Sincerely,

[Manager's Name]

[Job Title]

[Company Name]