

# Performance Improvement Letter

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Supportive Approach to Performance Improvement

Dear [Employee's Name],

I hope this message finds you well. I wanted to take a moment to discuss some observations regarding your recent performance. Firstly, I want to acknowledge the contributions you have made to our team and the positive impact you have had.

However, I have noticed some areas where improvement could lead to even greater success and satisfaction in your role. Specifically, [insert specific performance issues].

My goal is to support you in addressing these challenges. I believe that with the right resources and guidance, you can excel even further. To that end, I suggest we set up a meeting to discuss this in more detail and explore ways in which I can assist you. Please let me know your availability for the coming week.

Thank you for your attention to this matter. I am here to support you and work together towards your success.

Sincerely,

[Your Name]

[Your Position]