

# Performance Discussion Letter

Dear [Employee's Name],

I hope this message finds you well. I would like to take some time to discuss your performance and address some challenges we've encountered recently.

Over the past few months, I have noticed areas where you may be struggling, particularly in [specific areas of concern]. It is important for us to have an open and candid conversation about these issues so we can work together toward improvement.

I truly value your contributions to our team and believe that with the right support and strategies, you can overcome these challenges. Let's set a time to meet and discuss how we can move forward positively.

Thank you for your attention to this matter. I look forward to our discussion.

Sincerely,

[Your Name]

[Your Position]

[Company Name]