

Dear [Employee's Name],

I hope this message finds you well. I wanted to take a moment to address your recent performance metrics and share some thoughts on how we can work together towards improvement.

Over the past [time period], I have observed some challenges in your performance metrics, particularly in the areas of [specific areas of concern]. While I appreciate your efforts, I believe there is potential for you to excel even further.

To support your improvement, I would like to suggest the following steps:

- Set clear, achievable goals for the upcoming month.
- Schedule regular check-ins to discuss your progress and any obstacles you may be facing.
- Utilize available resources, such as training programs or mentorship opportunities.

Remember, improvement is a journey, and I am here to support you every step of the way. Your contributions are valued, and I am confident that, with dedicated effort, you can enhance your performance metrics.

Let's work together towards your goals and create a plan that empowers you to succeed.

Best regards,

[Your Name]

[Your Position]

[Company Name]