

Performance Review Letter

Date: [Insert Date]

To: [Employee Name]

From: [Your Name]

Subject: Recognition of Ongoing Performance Difficulties and Next Steps

Dear [Employee Name],

I hope this message finds you well. I want to take a moment to address some ongoing performance difficulties that have been observed over the past few months. While I appreciate your efforts and dedication, it is important to acknowledge the areas that require improvement.

Specifically, we have noticed challenges in [highlight specific performance issues, e.g., meeting deadlines, quality of work, etc.]. It is essential for the success of our team that we work collaboratively to overcome these obstacles.

Moving forward, I would like to propose the following next steps:

- Schedule a one-on-one meeting to discuss your current workload and any challenges you may be facing.
- Develop a performance improvement plan that includes specific goals and timelines.
- Identify resources or training that may assist you in addressing these performance issues.
- Set up regular check-in meetings to monitor progress and provide ongoing support.

Please know that my intention is to support you and help you succeed in your role. I believe with the right guidance and resources, we can navigate these challenges together.

Thank you for your attention to this matter. I look forward to our discussion and working together on your performance improvement.

Best regards,
[Your Name]
[Your Position]
[Your Company]