

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Job Title]

[Department]

[Employee's Address]

Dear [Employee's Name],

Subject: Performance Lapse Notification

I hope this message finds you well. I am writing to address some recent concerns regarding your performance in your role as [Employee's Job Title].

Over the past [time period], we have observed the following specific areas where your performance has not met the expected standards:

1. [Specific performance issue #1]
2. [Specific performance issue #2]
3. [Specific performance issue #3]

These lapses not only affect your individual performance but also impact the team and the organization as a whole. It is important that we address these issues promptly to ensure continuous improvement and success.

We would like to schedule a meeting with you to discuss these concerns in detail and to formulate a plan for improvement. Please let us know your available times for a meeting in the next week. We are committed to supporting you in addressing these challenges.

Thank you for your attention to this matter. We look forward to working together to help you succeed.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]