

[Your Name]
[Your Job Title]
[Your Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Employee's Name]
[Employee's Job Title]
[Employee's Department]
[Company Name]

Dear [Employee's Name],

Subject: Performance Improvement Discussion

I hope this message finds you well. I am writing to address some concerns regarding your performance in the role of [Employee's Job Title]. It has come to my attention that there have been several instances which do not align with the expectations of your position.

Specifically, I would like to highlight the following issues:

1. [Issue 1: Description and examples]
2. [Issue 2: Description and examples]
3. [Issue 3: Description and examples]

We value your contributions and believe in your potential to excel in your role. Therefore, I would like to schedule a meeting to discuss these performance issues in more detail and work together on a plan for improvement. Please let me know your availability for a meeting within the next week.

In preparation for our meeting, I encourage you to reflect on the mentioned areas and any challenges you may be facing. Your input will be valuable as we create a supportive path forward.

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

Sincerely,

[Your Name]
[Your Job Title]