

Subject: Performance Error Notification

Dear [Employee's Name],

I hope this message finds you well. I am writing to address a concern regarding your recent performance related to [specific task or project].

Issue Identified:

- [Describe the error or issue in detail]
- [Provide relevant metrics or examples, if applicable]

Impact:

- [Explain how this error affects the team, project, or company]

Expected Improvement:

- [Outline what is expected going forward]
- [Provide resources or support available to help improve performance]

Next Steps:

- [Detail any follow-up meetings or check-ins scheduled]
- [Encourage open dialogue for any questions or clarifications]

Thank you for your attention to this matter. I believe with the right focus, we can turn this around positively.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]