

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

Subject: Performance Improvement Plan

I hope this letter finds you well.

As part of our ongoing commitment to employee development and excellence in service, we have identified several areas regarding your performance as an HVAC technician that we believe can be improved.

1. **Quality of Work**: We have observed that the quality of your installations and repairs has not consistently met our company standards. We recommend taking extra time to double-check your work for accuracy and completeness.

2. **Communication Skills**: Effective communication with clients and team members is crucial. We encourage you to practice active listening and provide clear explanations to our customers regarding service recommendations.

3. **Time Management**: Timeliness is essential in our field. We suggest developing a more structured approach to your schedule to ensure all assignments are completed within the required timeframe.

To support your development, we will provide you with the following resources:

- Access to additional training sessions
- A mentorship program with a senior technician
- Regular check-ins to discuss your progress

We will review your progress in [specific timeframe, e.g., three months].

Our goal is to ensure that you feel supported and equipped to improve your performance.

Thank you for your attention to these matters, and we look forward to seeing your growth in the coming weeks.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]