

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

Dear [Employee's Name],

I hope this message finds you well. I want to take a moment to discuss your recent performance and outline areas where we can work together for improvement.

Over the past [timeframe], I have observed [specific behaviors or outcomes that need improvement]. For instance, [provide specific examples]. These issues have impacted [mention any impact on team productivity, company goals, etc.].

To support you in enhancing your performance, I recommend the following steps:

1. [Specific action or goal 1]
2. [Specific action or goal 2]
3. [Specific action or goal 3]

I believe that with focused effort, you can make significant progress in these areas. To facilitate this, I would like to schedule a meeting to discuss this feedback and any support you may need moving forward. Please let me know your availability.

Thank you for your attention to this matter, and I look forward to your response.

Best regards,

[Your Name]  
[Your Title]