

Professional Advice Letter to Employee

Subject: Guidance on Performance Improvement

Dear [Employee Name],

I hope this message finds you well. I am writing to provide guidance regarding your recent performance evaluations. It has come to our attention that [describe specific performance issue] has been an area of concern.

We recommend focusing on [specific advice or actions], which will help improve your efficiency and effectiveness. Our team is available to support you through [training, mentorship, resources].

Please consider this advice as part of our commitment to your professional growth and success within the organization.

Sincerely,

[Manager Name]

[Title]

[Contact Information]

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