

Formal Advisory Letter to Employee

Subject: Advisory on Professional Conduct

Dear [Employee Name],

Following recent observations of your work performance, we wish to provide formal advice to support your professional growth. Areas requiring attention include [specific issues].

We strongly advise implementing [specific corrective measures or strategies]. Compliance with these suggestions is essential for maintaining team standards and achieving performance objectives.

Sincerely,

[HR Manager Name]

[Title]

[Contact Information]

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