

Disciplinary Letter for Poor Performance

Subject: Performance Improvement Notice

Dear [Employee Name],

Your performance over the past [Period] has not met the expectations set forth in your job description. Specific areas of concern include [List Specific Issues].

You are required to meet with your supervisor to discuss a performance improvement plan within [Number] days. Failure to demonstrate improvement may result in further disciplinary action.

Sincerely,

[Manager Name]

[Position]

[Company Name]

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