

Performance Improvement Notification Email

Subject: Performance Improvement Required

Hi [Employee Name],

We value your contribution to the team. However, we have noticed certain areas in your performance that require improvement, including [specific areas].

We are scheduling a meeting on [date] to discuss an action plan and provide support to help you meet expectations. Please take this seriously as continued issues may affect your employment status.

Thank you for your attention and cooperation.

Sincerely,

[Your Name]

[Your Position]

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