

Formal Reprimand Letter for Poor Performance

Subject: Reprimand for Unsatisfactory Performance

Dear [Employee Name],

This letter serves as a formal reprimand regarding your performance in your role as [Position].

Despite prior discussions and guidance, your recent work has not met the expected standards, specifically in [describe areas of poor performance].

We expect immediate improvement in your performance. Please treat this as an official notice and take corrective action. Failure to improve may lead to further disciplinary measures, up to and including termination.

Sincerely,

[Manager Name]

[Title]

[Organization]

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