

Informal / Friendly Performance Reminder Email

Subject: Performance Concerns – Action Required

Hi [Employee Name],

I wanted to discuss some concerns regarding your recent performance in [specific task/area].

We’ve noticed that [describe issue], and it’s important to address this promptly.

Let’s work together to develop a plan to improve. Please schedule a time with me this week to discuss next steps.

Best regards,

[Manager Name]

[Title]

[Organization]

Get more templates here:

<https://www.lettersandtemplates.com/letters/sample-reprimand-letter-for-poor-performance>