

Serious / Professional Reprimand Letter

Subject: Official Notice of Performance Issues

Dear [Employee Name],

Following our recent performance evaluations, it has been determined that your work in [specific areas] does not meet the expectations outlined for your role. This letter serves as a formal reprimand.

You are required to improve your performance immediately. A review meeting will be scheduled in [time frame] to assess progress. Continued unsatisfactory performance may result in additional disciplinary actions.

Sincerely,

[Manager Name]

[Title]

[Organization]

Get more templates here:

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