

Heartfelt / Encouraging Reprimand Letter

Subject: Performance Improvement Guidance

Dear [Employee Name],

We value your contributions to [Organization], but recent performance in [specific areas] has fallen short of expectations. We believe you have the potential to improve and succeed.

Please review the attached guidance and take the necessary steps to address these concerns. We are committed to supporting your growth.

Sincerely,

[Manager Name]

[Title]

[Organization]

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