

Performance Improvement Letter

Subject: Performance Improvement Requirement

Dear [Teacher Name],

Following our recent discussions and performance review, it has been noted that your performance in [subject/class management/other] requires immediate attention. Specific areas needing improvement include [list areas].

We are providing support through [training, mentoring, or guidance sessions] to help you improve.

You are expected to meet the improvement goals by [Date]. Failure to meet these expectations may lead to further disciplinary actions.

Sincerely,

[Principal Name]

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