

LETTER TEMPLATE

(Letter to be modified to suit the circumstances and must be reviewed by HR before being issued)

Dear

Re: Performance Problems

Thank you for meeting today to discuss your work performance. This records the key points discussed.

We have met on several occasions to address issues concerning your work performance. The specific areas of concern that have been outlined to you are:

- 1.
- 2.

The following measures have been put in place to assist you in meeting the required levels of performance:

- a.
- b.

Despite these measures, your performance has not improved to the required standard and I described the following to illustrate this:

- i.
- ii.

(Attach relevant documents / evidence)

The outcome of our meeting is that your performance will continue to be monitored while I am confident that there will be no further areas of concern, if your performance does not reach the required standard within xxx weeks, formal disciplinary action may be considered.

Yours sincerely

cc Employee file