

NOTICE OF UNSATISFACTORY PERFORMANCE

To: _____

From: _____

Date: _____

Subject: Unsatisfactory Performance

As we discussed in our meeting on _____, there are issues related to your recent work performance and/or behavior on the job that must change for you to continue as an employee. Below are items we discussed including issues of concern that require improvement and the steps you will take to make those improvements.

Issue _____

Steps toward improvement _____

Issue _____

Steps toward improvement _____

Issue _____

Steps toward improvement _____

Issue _____

Steps toward improvement _____

Please know you are a valuable employee. I hope by addressing the above issues, your performance will improve and no further corrective measures will be necessary.

Employee Signature _____ Date _____

Employer Signature _____ Date _____