

TOOL #6 Sample Template (to be modified by department to address specific issues)

Job Performance Problems have been corrected by employee. This would be written as follow up to the 1st written warning memo.

Be sure to review this letter with your HR Partner before giving it to the employee.

TO:

FROM:

DATE:

RE: Correction of Job Performance Problems

I am writing as follow up to my memorandum dated (date). Your efforts to correct your performance have resulted in noted improvement. Your current performance is satisfactory and rated as meets expectations.

- During this time, we focused on improving: *(restate the specifics of the problem, as well examples)*. Through our coaching sessions and the focused effort on your part, improvement in these areas has been achieved.
- Our goal has been to work with you in correcting these performance problems and in helping you to perform satisfactorily as a *(position)*. We are pleased with your effort and approach.
- Your current performance must be sustained for you to continue to meet expectations. *(Employee name)*, should you be unable to sustain satisfactory performance, we will have to consider a more structured corrective action process, which potentially could include termination of your employment.
- Please acknowledge the receipt of this memorandum with your signature below.

Receipt Acknowledged By

Date

cc: Human Resources file