**Private and Confidential**

*[Insert name]*

*[Insert address]*

*[Insert date]*

Dear *[insert name]*,

Further to our discussions on *[date]* regarding your work performance, I write to confirm that you must make every effort to address the issues that have been identified, which are:

*[Insert details - use bullet points for more than one issue]*

Having carefully reviewed the circumstances, I have decided that it is appropriate to give you a period of *[insert timescale]* in which to achieve the following improvements:

*[Insert details]*

During this time, your progress will be monitored using the enclosed Performance Improvement Plan and any training/support that has been identified to help you will be provided.

However, I must inform you that failure to improve and to maintain the performance required will lead to formal action in accordance with our capability procedures.

If you have any queries regarding the content of this letter, please contact me.

Yours sincerely,

*[Insert name]*

*[Insert job title]*