[Date]

[Employee’s Name]

[Employee’s Title]

RE: Letter of Expectation for [Insert concern e.g., performance, attendance]

This letter is intended to clarify expectations and help you meet them. It should not be perceived as a reprimand. Rather, it is simply another attempt to draw your attention to my concerns about [insert concern, e.g., performance, absences] and my expectations for you following our meeting on [insert date], when I expressed the same concerns.

Please note that your job description or contract states the following:

* List key responsibilities/competencies that appear in the employee’s job description or contract. if the concern is attendance, indicate the company’s attendance standards.

These responsibilities and competencies are measured with or by [insert how the performance of the employee is measured or what tools are used to measure the employee’s performance].

However, over the past X months, you have [insert concern, e.g., not met the following KPIs, taken the following unplanned absences]:

[Date] [State/Describe employee’s outputs, activities performed, attendance, etc.]

To help you improve your performance and attendance, I expect the following from you:

[Frequency[Frequency, e.g., weekly] [expectation e.g., at the beginning of the week, identify potential work that may impact your daily priorities]

Note that improvements in the following areas would help you meet the above expectations:

* List what or where the employee can improve; include what support can be provided to address improvements.

I expect to see improvements by [insert date]. We will meet again on [insert date] to review your progress and determine a further course of action, if needed.

Please contact me immediately if you have any questions or concerns about this letter.

If outside issues are negatively impacting your ability to perform your duties, you may reach out to [insert program or department, e.g., Staff Assistance Program] at [insert contact information].

Please know that I am confident that you can meet these expectations and performance standards. If there is anything I can do to further assist you, please do not hesitate to contact me. I hope that after reading this letter, which confirms our verbal discussion, you will take the appropriate actions to address my concerns and be completely successful.

[Supervisor’s Name and Signature]

[Date]

CC:

[Name]

[Title]

[Department]