

Notice of Deficient Work Performance

HMS, Inc.

1111 East Street - Hometown, USA

(111) 555-1111

[Date]

To: [employee name]

This letter confirms our discussion on _____, 20____, at _____ concerning unacceptable work performance in the following areas:

It was suggested that you take the following action to improve your performance:

I hope that this constructive information will help you to improve your performance—and thereby return you to good standing within our Company.

A copy of this notice has been attached. Please sign that copy where indicated and return to me promptly.

Sincerely,

H.M. Smith

Receipt Acknowledged: _____
Employee

Date: _____