

Here's a sample for follow-up documentation after an initial conversation about concerns and goals. Please be sure to modify this letter to you individual needs and remember to delete all prompting phrases.

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Dear: \_\_\_\_\_

This memo is intended to recapitulate the points of our recent conversation during which I outlined a number of deficiencies (use your own wording) in your job performance. The purpose of this memo is to spell these deficiencies out clearly, to indicate exactly what needs to be done to bring your performance up to the level necessary to effectively carry out the responsibilities of your position, and to develop a time frame to review your progress in order to evaluate and determine whether or not your employment in this position should be continued.

The deficiencies in question fall into \_\_\_\_ broad areas:

First: \_\_\_\_\_

Second: \_\_\_\_\_

Third: \_\_\_\_\_

(etc..... include the item, when and how you have previously addressed this issue)

Correction of these deficiencies is critical in order for your continued employment in your current position.

Correction involves the following:

First : \_\_\_\_\_

Second: \_\_\_\_\_

etc. (these should be tangible items where progress can be monitored and measured )

I wish to re-emphasize the importance of correcting these deficiencies. These corrections should be made within a \_\_\_\_ month period, starting immediately. We will meet \_\_\_\_ weeks from now and again in \_\_\_\_ weeks to discuss your progress.

Finally, on \_\_\_\_\_, 200\_, I will provide you a written report, which will include my evaluation and recommendation relevant to the continuation of your employment in your current capacity.

If you have comments, or need clarification on any of the above points I will be glad to meet with you.

Name

Position/ Title