

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name]

Subject: Remediation Action Plan - Performance Improvement

Dear [Employee Name],

This letter serves as a formal follow-up to your recent performance review, where you received a rating of "Needs Improvement." The purpose of this Remediation Action Plan is to identify specific areas where performance must be enhanced and to provide a structured path for you to achieve a "Satisfactory" rating.

1. Areas for Improvement

[Describe specific performance gaps, behaviors, or missed targets here.]

2. Performance Goals and Expectations

- **Goal 1:** [Insert specific, measurable goal]
- **Goal 2:** [Insert specific, measurable goal]
- **Goal 3:** [Insert specific, measurable goal]

3. Support and Resources

To assist you in meeting these goals, the company will provide: [List training, mentorship, or tools]. We will also meet weekly on [Day of Week] to review your progress.

4. Timeline

This remediation period is effective immediately and will last for [Number] days, ending on [End Date]. A formal evaluation will occur at the end of this period.

5. Consequences

Please be advised that failure to demonstrate immediate and sustained improvement in the areas mentioned above may lead to further disciplinary action, up to and including termination of employment.

We are committed to your professional growth and look forward to your improved performance.

Sincerely,

[Manager Signature]

Employee Acknowledgment:

I have read and understand the contents of this Remediation Action Plan.

[Employee Signature] / [Date]