

[Company Name]
[Street Address]
[City, State, Zip Code]

[Date]

[Employee Name]
[Employee ID/Title]
[Department]

RE: PROMPT CORRECTIVE ACTION NOTIFICATION

Dear [Employee Name],

This letter serves as a formal notification regarding a performance or conduct issue that requires prompt corrective action. This notification is intended to ensure you are aware of the expectations of your role and to provide an opportunity for immediate improvement.

Description of Issue:

[Provide a clear and concise description of the specific incident, behavior, or performance deficiency, including dates and times.]

Policy or Standard Violated:

[Reference specific company policy, safety standard, or job performance metric that was not met.]

Required Corrective Action:

To resolve this issue, the following actions must be taken immediately:

1. [Requirement 1]
2. [Requirement 2]
3. [Requirement 3]

Consequences:

Failure to demonstrate immediate and sustained improvement, or any further violations of company policy, may result in further disciplinary action, up to and including termination of employment.

Follow-Up:

We will meet again on [Date] to review your progress and ensure that the standards of your position are being met.

Please sign below to acknowledge that you have received this notification and understand the corrective actions required.

Sincerely,

[Manager Name]
[Manager Title]

Acknowledgment of Receipt:

[Employee Signature]

[Date]