

Poor Performance Complaint Letter

This package contains:

1. Instructions & Checklist for Letter to Address Poor Performance
2. Poor Performance Complaint Letter

Instructions & Checklist for Poor Performance Complaint Letter

- This package contains (1) Instructions & Checklist for a Letter to Address Poor Performance; and (2) Poor Performance Complaint Letter;
- This form is designed to assist you in drafting a letter to address poor performance by an employee.
- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.
- Be sure to sign the letter and to make a copy before sending it out.
- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at findlegalforms.com.

[Your Name]
[Street Address]
[City, State ZIP Code]
[phone number - optional]
[email address - optional]

November 9, 2010

[Name of Recipient]
[Title]
[Company Name]
[Street Address]
[City, State ZIP Code]

Dear [Name of Recipient]:

In reviewing our recent project files, I noted some serious deficiencies in your work.

For example, it appears that you [Briefly Describe a Recent Project or Concern]. This is not up to our company standards. Unfortunately, when one employee works at a subpar level, this not only affects the rest of our employment team, but the final product as well. We cannot expect our customers to continue to do business with us if we do not deliver a quality product.

As a valued employee of [Company Name], I hope you will make renewed efforts to improve the quality of your work. If you feel you need additional training or assistance to fulfill your work responsibilities, please contact me.

Thank you, in advance, for your serious consideration of this letter.

Sincerely,

[Your Name]
[Title if any or delete if none]