# **Date:**

**To:**

**From:**

**Subject:**

This memorandum serves as a written record of the discussion that you and I are having today regarding your job performance. Your job performance has deteriorated as follows:

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Your performance is not acceptable and must improve immediately. Beginning today, your performance improvement will be monitored closely. Expectations are as follows:

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Please sign below. Your signature on this document is an acknowledgment that this matter has been discussed with you and you have reviewed this document prior to inclusion in your personnel file. Your signature is not an indication of agreement or disagreement of the deficiencies that are outlined in this document.

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| --- | --- | --- | --- | --- | --- |
| Employee: |       |  |  |  |       |
| Supervisor: |       |  |  |  |       |
|  | *Print Name* |  | *Signature* |  | *Date* |

**Employee Comments:**

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