To: Click here and type name

From: Click here and type name

CC: Click here and type name

Date: Click here to enter a date.

Re: Click here and type subject

Per our discussion on Click here to enter a date., I would like to summarize the issues we identified as a result of our meeting.

The following comments/feedback are designed to help you improve your performance. I am committed to your success, and I will assist you in any way I can.

We discussed the following goals and objectives for this position and have agreed upon an action plan for improvement as explained in this letter ***<<<NOTE: key into specific job duties, behavioral objectives, etc.>>>***

The identified areas that need development are the following:

1.

2.

3.

4.

We generated the following solutions for these areas and created an action plan ***<<NOTE: Be sure to include resources available to the employee such as yourself, other LCC employees, additional training, etc. Also be sure to include clear expectations and time frames for each item.>>***

1.

2.

3.

4.

We also discussed meeting on a       basis to review progress and identify further development if needed.

Employee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_