**[Print on Department Letterhead] \*Prior to distributing please submit to Human Resources for review.**

TO: (Employee Name)

FROM: (Supervisor Name)

RE: Letter of Expectation

DATE: March 15, 2013

This letter is to inform you of the performance expectations for the **[insert position title here]** and to identify any obstacles or resources needed to help you meet the expectations.

The following represents [**Insert performance and/or behaviors that are expected and will be discussed**]:

**Insert Job Standards requiring improvement (define the problem):**

**Insert Specific improvement needed (identify what needs to be done differently):**

It is my expectation that moving forward you will [insert performance expectations here].

Employee Feedback:

Failure to meet the established performance expectations may result in further disciplinary action, up to and including termination.

I understand that my signature does not necessarily indicate agreement. I acknowledge by my signature that I have read this letter and have discussed the contents of the letter with my supervisor.

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Supervisor’s Signature Date

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Employee’s Signature Date