

Date: 04/17/22
To: Ms. Mary Smith
From: Caroline Wrenn, Manager
CC: Human Resources
Subject: Performance Appraisal Memo for Mary Smith

Good afternoon, Ms. Smith!

First of all, congratulations on completing your training and probation period. I am so happy to have you as part of this team!

Throughout your probationary period, I was very impressed with your work performance as well as your commitment to our office. However, now that you have completed the probation, I have noticed a few concerning changes in behavior.

The following are some of the actions I have personally witnessed that do not comply with company policy:

1. Repeated tardiness to scheduled work shift.
2. Extended lunch times without prior management approval.
3. Repeated use of mobile device during working hours.
4. Several mistakes in work operations.

While this conduct cannot continue, your resume and references have shown us that this is most likely not common behavior and that you are still a great match for our organization. I hired you because I firmly believe in your potential to succeed with this company and wish to support your growth.

I understand how difficult it can be to transition into a new job as well as how employees may have complications in their personal lives. So, I would like to meet with you tomorrow to discuss these concerns so that we may find viable solutions to ensure this conduct ends and you can continue to be a valued team member of our company.

Please come see me at your soonest convenience tomorrow so that we can address these concerns and ensure that we have clear communication to remedy this situation. If tomorrow does not work for you, then please communicate your availability with me immediately, as further disciplinary actions will have to occur if these issues continue.

I look forward to discussing this with you and making sure you are able to share your perspective with me. I believe you have a bright future here at this company and that we can create a long-lasting, enjoyable career for you.

My door and email are always open to hear any additional concerns or for any and all questions.

Sincerely,

Caroline Wrenn