**Memorandum**

To: Employee

From: Manager

CC: General Manager or Management Company

Date:

Subject: Confirmation of Employee Performance Meeting

On (date) we had a meeting regarding your performance. In this meeting we discussed (list issues or problems discussed and indicate any expectations discussed, reference any other written or verbal instruction provided).

These expectations are important because (explain why the policies not observed or expectations not being met are important)

You are a valued member of our team. (if appropriate, share their strengths or accomplishments)

My expectation is that (describe expectation). Continued failure to meet these expectations will result in further discipline, up to and including dismissal.

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 **Employee Signature Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_**

 **Manager Signature Date**