**PRINT ON DEPARTMENTAL LETTERHEAD**

**CONFIDENTIAL MEMORANDUM**

Date:

To:

From:

**Subject: Letter of Understanding for Unsatisfactory Job Performance**

This Letter of Understanding is being issued to you to explain my expectations for improvement in your (personal conduct, job performance), specifically related to XXXX. The incidents that led to this action are as follows:

* List main issues
* List main issues
* List main issues
* List main issues

Therefore, effective immediately, you are being placed on a Performance Improvement Plan and are required to:

1. List items employee is expected to do or refrain from doing to improve.
2. List
3. List
4. List
5. Seek my assistance, as needed.

This is not a letter of disciplinary action, but intended to give you an opportunity to show improvement on your XXXX. Please note that failure to show immediate and sustained improvement could result in disciplinary action, up to and including, dismissal.

I acknowledge that I have read and understand the contents of this Letter of Understanding.

**Employee Signature Date**

**cc:** Division Human Resources

University Human Resources (Employee Relations)