[Final draft should be placed on departmental letterhead]

[Date]

TO: [Employee Name, Title]

FROM: [Supervisor Name, Title]

SUBJECT: Clarification of Expectations

This memo is to summarize our conversation on [date] regarding your work performance over [period of time]. I want to ensure that you have a clear understanding of my expectations of your performance.

[Give examples of the performance problems/issues]

I want to remind you that your trial service (probationary) period is the time for me to evaluate whether you are willing and able to carry out your work responsibilities and contribute to the smooth functioning of [the department].  If you are unwilling or unable to do so, I will be left with no alternative but to recommend your termination.  If you have any questions about your job responsibilities or my expectations of your performance, please let me know.

Sincerely,

[Supervisor name]

[Title]

*Employee’s signature confirms only that the supervisor has discussed this letter with and provided a copy to the employee. The employee’s signature does not indicate agreement or disagreement with the contents of this letter.*

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Employee Signature Date