[Date]

[Name]

[Title]

[Campus Address]

Dear [Name],

The purpose of this letter of clarification is to summarize our meeting of [insert date] and to clarify my expectations regarding your performance.

At our meeting on [insert date], we discussed my concerns about [insert summary of discussion]. Specifically, [add specific concerns, including examples as appropriate].

[This can be a good place to reference university policy and/or departmental expectations related to the performance in question].

Based on the above, I expect the following changes in your behavior:

* [List specific, measurable, behavioral expectations]

We will meet again on [insert follow up date within 30 days] to assess your performance in these areas. It is my expectation that you will make immediate and sustained improvement in the areas listed above.  Failure to do so may result in corrective action. It is my hope that these issues can be addressed and corrected.

Please let me know if you have any questions about your job responsibilities or my expectations of your performance.

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.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature Date