



Month, Date, 20XX

Dear [Employee],

In follow up to previous discussions, and **(any further meetings, performance reviews, other documented discussions)**, this letter outlines job performance expectations, specifically related to **(note overview of issues – either technical, behavioral, policy violation, performance etc.)**.

(Describe the problem and the scope and seriousness of performance and/or workplace behavior concern. Note the effect on department operations, staff, University, public etc., and provide specific examples of performance issues or workplace behaviors).

- **(E.G.; Lack of professional judgment; pattern of behavior; interpersonal skills ...).**

(Describe the substance of prior efforts attempted with the employee to correct the issue).

These actions violate **(section in handbook or department policies)**. As a result, we are outlining the following terms and conditions of employment with Gonzaga University.

- **(Note performance or workplace behavior expectations).**

(What specific expectations and/or outcomes will resolve the performance and/or workplace behavior concern? What actions will the supervisor take to assist in resolving performance and/or workplace behavior concern? How will progress be evaluated, by whom, and in what time frames?)

In addition, Gonzaga provides assistance to employees when dealing with employment expectations and I encourage you to take advantage of the Employee Assistance Plan (EAP). A handout on the EAP is attached. The EAP is a resource to provide support in resolving a work issue such as adjusting to change and expectations, and/or developing skills and techniques. Please contact the EAP at 877-851-1631 or www.horizoneap.com.

I will meet with you regularly and as situations arise, to assess your progress over the next **(give a timeframe)**.



As an employee who has served the University for more than (###) years, we have every expectation that you will meet the requirements of this letter of expectations to be successful in your job as **(title)** and we want to assist you in being successful in meeting these expectations.

Name/position

Date

Supervisor/position

Date

Name/Human Resources

Date