**Template: Letter of Expectations *(MSP Only)***

[Date]

[Employee Name]

[Title]

[Employee Address]

[Employee Email Address]

**Re: Letter of Expectations**

Dear [NAME]:

This Letter of Expectations is intended to formally communicate my concerns and expectations regarding [X]. I have previously discussed these issues with you on [DATES]. During those conversations, I explained [insert what was discussed].

My concerns regarding your [performance/behavior/conduct] include the following:

* [Break out the areas of concern/provide examples
* X
* Y
* Z]

Effective immediately, it is my expectation that you will significantly improve your [performance/behavior/conduct] by taking the following actions:

* [List out expectations with specificity
* X
* Y
* Z]

I want to see you succeed, and I am here to help support you in any way that I can. We will discuss your progress with these expectations in our regular meetings. Please let me know if you need additional guidance, constructive feedback, or coaching to assist you in [improving your performance/addressing these behaviors].

It is important that you also understand that your failure to meet these expectations may result in corrective action, up to and potentially including termination of your employment with UCI. If you need to discuss any issues identified herein or what is expected of you in your role, please contact me.

As a UCI employee you have access to support through the [Life Resources Program](https://liferesources.uci.edu/). The Life Resources Program offers a safe environment in which you can discuss your concerns confidentially. All services are voluntary, confidential, and free of charge. If you are experiencing challenges or circumstances that may be impacting your [work performance/behavior], you are strongly encouraged to contact the Life Resources Program at (844) 824-3273.

Sincerely,

[Name of Supervisor]

[Title]

[Department]

Enclosures: [Include any supporting documentation]

cc: [Name], Human Resources Business Partner

 Personnel File