**Letterhead**

Date

**Memorandum**

**TO:** Employee

 Title

**FROM:** Manager

 Title

**SUBJECT:** Performance expectations.

This memorandum is written to clarify department expectations regarding your performance and other work-related issues. I am providing this list of expectations that will be reviewed periodically with you.

I have spoken with you regarding deficiencies in the quantity of work completed especially in relation to (list task(s)). Your failure to complete (whatever) continues to have a negative impact in our office. When you do not complete work as scheduled, departmental obligations to our customers and staff are not adequately being met. Accordingly, my expectations and other comments follow:

* You are expected to (start listing your baseline expectations as bullet points, covering whatever items or topics that are not being accomplished. We can work on these as we refine the document.)
* You are expected to accurately and timely record your personal leave usage in Workday in accordance with department and university practices, procedures, and policies.
* Other expectations you may wish to address.
* We will review your efforts to meet the department’s expectations periodically and as the need may arise.

These performance standards are offered to assist you in meeting acceptable levels of performance. Your job performance is subject to all applicable rules and regulations of this department, Prairie View A&M University, and the Texas A&M University System. Your failure to meet any expectation listed above or your failure to meet the requirements of established regulations may subject you to disciplinary action, up to and including termination.

Please do not hesitate to contact me if you have questions pertaining to these or any other job expectations.

**I have received a copy of this document and I understand that I have the opportunity to address the contents in writing and/or otherwise:**

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Employee Signature Date

Please keep in the departmental file. Do not send to HR.