

Recipe for letter of direction:

1. I heard/saw XXX
2. You explained that YYY
3. Lest there be any confusion, here are my expectations/directives
4. XXX is not OK because ZZZ
5. I direct you not to do XXX or else further action.

(Date), 2017

Employee Z
X Division
Y Unit

Re: Letter of Direction

Dear Z:

This is a letter of direction, which is not a disciplinary action. As we have discussed, since becoming your supervisor and observing your work, I have had three concerns about your performance. Specifically, the areas are working overtime, teamwork, and following my directions. Therefore, I am setting forth below my expectations for you in these areas.

1. Overtime—As an overtime eligible employee, you are expected to work your assigned hours and no more *unless* I authorize you to do so.
2. Teamwork—You, Joe, and I are a team and I expect you to share information, work collaboratively, maintain a high level of communication, assist others and back up others at times.
3. My Directions—Although we are a team, I am your supervisor and expect you to follow my directions.

At this time, I believe you understand my concerns and my expectations, and you are meeting them. In fact, on Thursday, (Date, 2017), during our weekly wrap-up I greatly appreciated your offer to assist in “righting our ship.” However, I do not want to leave room for misunderstanding or errors. If you continue to meet my expectations, this letter will not be placed in your personnel file. If you do not, it will be put in your file, and you may be placed on a performance improvement plan and/or disciplined. To ensure you understand my expectations, we will meet every two weeks through (Date), 2017, to review and discuss these three areas of concern.

Again, please understand this letter does not constitute disciplinary action; it is a letter of direction intended to clarify what I expect of you. If you have any questions about this letter, please let me know.

Best regards,