**MMB TEMPLATE[[1]](#footnote-1)**

**Letter of Expectations**

To: Employee

From: Supervisor

Re: Letter of Expectations

You are receiving a letter of expectation which is offered as a constructive means to clarify expectations and improve your performance. This letter is provided to assist you in meeting the expectations I have for you, which are outlined below. This letter should not be considered or perceived by you or others as discipline. This letter of expectations is simply another attempt to bring to your attention concerns about your performance and my expectations for you in the performance of your duties. **In order to memorialize these expectations, I will place a copy of this letter in your personnel file. \***  This step in the performance management process can not be grieved. However, should you fail to meet the expectations outlined below you may be subject to discipline, which is grievable.

My expectations for you are as follows:



You can expect the following from me:

* (regular meetings to review performance, additional training, etc)

I am confident that you will accept this letter as an effort to improve your performance. I am also confident that you will make all necessary efforts to improve your performance. Please contact me if you have questions about the content of this letter.

***\* The bolded sentence is optional. It is not required that a letter of expectation be placed in the employee’s personnel file. A letter of expectations may be placed in the supervisory file maintained by the supervisor. It is recommended that the supervisor maintain a copy of the letter in order to subsequently review the expectations/concerns with the employee at another time.***

*Note:*

**Where appropriate, a supervisor may also wish to make a referral to the Employee Assistance Program.**

* It should be noted that not every supervisor or HR person follows this format. You may see LOEs that look very different - or more of a rant from an irritated supervisor.

1. <https://mn.gov/mmb/employee-relations/labor-relations/resources-for-agencies/performance-management.jsp> [↑](#footnote-ref-1)