

**DATE:** <Date>

**TO:** <Employee Name>, <Employee Title>

**FROM:** <Supervisor Name>, <Supervisor Title>

**RE:** Letter of Instruction

A Letter of Instruction is a coaching tool that provides employees with information, instructions and/or training, and establishes documentation that an employee has been made aware of their responsibilities with respect to a particular situation or set of circumstances. The goal is to help employees meet job performance expectations, while maintaining appropriate work-related behaviors, and is not part of any formal disciplinary process.

***Reasons and Expectations***

