**Subject:** **Performance Review Follow-Up**

Hi Jaime,

I hope you're doing well. I wanted to follow up on the concerns raised during your recent performance review. We’ve noticed a continuing lack of improvement in key areas, particularly in project completion timelines and meeting deadlines, as discussed earlier this quarter.

It’s important for us to see noticeable progress moving forward. Please ensure that all deliverables for [insert project name] are completed by the end of this week. Failure to meet these expectations will require us to revisit this discussion and take appropriate steps.

Let me know if there are any obstacles preventing you from completing your work on time.

Best regards,  
Leah

**Subject:** Re: Performance Review Follow-Up

Hi Leah,

Thank you for the reminder. I’ll make sure the project is completed by the deadline. I’m working on addressing the areas mentioned in the review and will keep you updated on my progress.

Best,  
Jaime Graves

**Subject:** Re: Performance Review Follow-Up

Jaime,

Glad to hear you're taking steps to address the issues. I expect full completion of the project by the deadline, as mentioned earlier. Please ensure that communication remains clear moving forward—additional delays will not be acceptable.

Best,  
Leah