[Company Letterhead]

# NOTICE TO EXPLAIN

Date: **[Date of Issuance]**

**[Employee's Complete Name]  
[Position]  
[Department]**

Dear Mr./Ms. **[Employee's Last Name]**:

This Notice is being issued to require you to explain in writing why no disciplinary action should be taken against you for poor performance and failure to meet job expectations.

Specifically, the following performance issues have been observed:

1. Failure to meet the following Key Performance Indicators (KPIs):

* **[Specific KPI 1] - Target: [X], Your performance: [Y]**
* **[Specific KPI 2] - Target: [X], Your performance: [Y]**

2. Quality issues in your deliverables, as evidenced by:

* **[Specific example with date and details]**
* **[Specific example with date and details]**

3. Failure to complete assigned tasks within deadlines:

* **[Project/Task name] - Due on [date], Submitted on [date]**
* **[Project/Task name] - Due on [date], Still incomplete as of [date]**

These performance issues persist despite previous coaching sessions conducted on **[dates of previous coaching/warning]**.

Your actions appear to violate Section **[X]** of your Employment Contract and Section **[Y]** of the Employee Handbook which states: "**[quote relevant provisions regarding performance standards]**"

You are required to submit your written explanation regarding these matters within five (5) working days from receipt of this Notice. You may include any evidence to support your explanation.

A performance review meeting will be scheduled where you will have the opportunity to discuss these concerns. Depending on the outcome of this process, disciplinary action may be imposed in accordance with company policies and Philippine labor laws.

Very truly yours,

**[Name of HR Manager/Department Head]  
[Position]  
[Contact details]**

Received by:  
  
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[Employee's Signature over printed Name] [Date]