

<Date>

<Name of Employee>

<Employee Code>

<Employee Designation>

<Employee Department>

<Company Name>

Dear <Name of Employee>

This letter is to intimate you about my concerns regarding your dip in work performance in recent months. Your contribution in the <Name of Project> was not up to the required standards of our organization. Also, the project missed some crucial information.

The management expects to see improvement in your performance at work. We are also assessing your performance closely. We also hope that your effort in the upcoming project will be higher and up to the mark. You may get in touch with me in case there is any problem with the tasks assigned to you.

Thanking you,

<Name of Superior>

<Department Name>