

<Employee Name>

<Employee Designation>

<Department Name>

<Date>

Dear <Employee Name>

Re: Letter of Concern

Please refer to our meeting dated <Date of Meeting> at<Time of Meeting>. This letter is being written to let you know about my concerns related to your performance in the following areas of work:

<Reason for the concern i.e. performance, attendance, coming late to office>

As a consequence, we expect your performance improvement to be at par with the <Details of his/her expected improvement>. We expect this improvement from you within one month from the date of receipt of this letter of concern.

Please note that in case you fail to show performance improvement during this period, disciplinary action may be initiated against you according to our organization's Disciplinary Procedure.

Sincerely,

<Name of the Superior>

<Designation>