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To

<Employee Name>

<Designation>

<Department>

<Company Name>

From

<Superior Employee Name>

<Designation>

<Department>

<Company Name>

<Date>

Re: Letter of Concern

Please treat this letter as a letter of concern for your poor performance on the job. Despite repeated suggestions, encouragement, and regular coaching from us, your performance is not improving.

The company has also offered you on-the-job training from two of the most experienced employees. However, it was found that you did not learn the job. The mentors/trainers assigned to you rated your performance as unsatisfactory.

Your output is much below the average output of your colleagues. We find that your reliability, consistency, and speed are an issue while you are filling customer orders.

We are writing this letter to communicate to you that we will keep a close tab on your performance for the coming three weeks. The management will be compelled to take the final call if your performance does not satisfy the set standards.

You are requested to take this letter seriously as we always expect to see our employees succeed.

<Signature of Supervisor>

<Name of Supervisor> <Date>