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| Company Name |
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# Memorandum

To: Recipient Name

From: Your Name

CC: CC Name

We hire employees to work for us. Being in this important line of business where competition is increasing every day, we want to make sure that our employees are competitive, potential and punctual. I am sure that you know punctuality is not only to come to the workplace and meetings in time. It also includes completing the given work in the given time. Although your performance has not been the same earlier, I am disappointed with your performance. You are not meeting the deadlines and this is not the first time that you are going beyond the deadlines. Your performance is affecting our reputation. Our clients have had an unsatisfactory experience with us since their project was not ready in time and it was you who was managing the projects. I am afraid that if such a performance of yours continues, we'll be left far behind in the business line. I want you to be conscious of meeting the deadlines given to you. In the case otherwise, i shall have no other choice but you send you a final decision. Thank you!