Your Name

Company Name

Date

Recipient Name

Title

Organization Name

Dear Recipient Name:

Subject: **ADMONIATION ON INADEQUATE PERFORMANCE**

Dear Mr./Ms. [NAME HERE],

We are quite disconsolate on your negligence towards your responsibilities to the company. Mr./Ms. [NAME HERE], you were very conscientious, dignified and organized employee of all, but we were unable to surmise that a very delinquent etiquette was shown by you.

We received this information from the colleagues you work with and from your supervisor. Mr./Ms. [NAME HERE], are you experiencing any complications at ménage or in vigor any other issue that is disrupting your proficiency towards work? we are told that you are arriving late at the office and usually busy thinking or looking at your watch eagerly. The documents you had to maintain had incomplete information with a considerable number of imprecision.

With due respect Mr./Ms. [NAME HERE], you need to share your predicaments if any or you need to be competent enough to indemnify the loss supervened to the company due to negligent behavior of yours. Please regain the confidence company had in you and be circumspect as you were before.

Sincerely,

Your Name

Title