[Your Name]

[Street Address] [City, ST ZIP Code]

[Date]

**Subject:** **ADMONITION ON INADEQUATE PERFORMANCE**

Dear [Recipient Name]:

We are quite dispirited 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 through your supervisor and manager. 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 often request for a short leave or even get absent without a notification. You are working impetuously and a number of absences we are facing from your side are completely inadvertent.

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.

[NAME HERE]

[Title]