[Your Name]

[Street Address] [City, ST ZIP Code]

[Date]

[Recipient Name] -optional

**Subject:** Admonition for poor performance

Dear Mr. /Miss [NAME HERE],

Your performance was being monitored by the management of the company and it has been observed that your performance in the company was not satisfactory. We have given you several pieces of advice from time to time to improve your performance and some verbal warnings. But we did not see any improvement in your performance.

We will have to take serious action against you if you will not improve your performance. You are advised to work with complete diligence and passion.

Sincerely,

[NAME HERE]

[Title]