[Company Name]

[Street Address] [City, ST ZIP Code]

[Date]

[Recipient Name]

[Title]

Dear [Recipient Name]:

I am writing to confirm the elements of our discussion this morning about your repeated failure to meet reasonable deadlines in the performance of your job.

This is the third time such issues have been noted in employee evaluations by your supervisor, and I am sorry to say that we have seen no improvement in your ability to meet deadlines since this was first discussed with you twelve months ago.

We not in any way questioning your commitment to your job or to the company. We have appreciated your willingness to accept coaching and training offered by the company; for our part we have sought to adjust your workload and relax certain deadlines in hopes that you will be able to improve your productivity.

However, now we must inform you that we have determined that you are not, now, in the appropriate job at [Company Name]. We have an opening as a shipping clerk in the Mail-room, at a reduction in pay grade; if you choose not to accept this job, we will seek immediate termination from employment. Please contact Wilson Neves in Human Resources at extension 8765 today to make an appointment to discuss your employment.

[Your Name]

[Title]