[NAME HERE]

[Company Name]

[Street Address] [City, ST ZIP Code]

[Date]

[Recipient Name]

[Street Address] [City, ST ZIP Code]

Dear [Recipient Name]:

I hope you had a great weekend.

It’s been long since I met you at work. March is always a busy month for us. With the regular operations, we even must look after the appraisal process. I have worked closely with you since last 5 years. I have always appreciated your hard work and commitment.

I have been warning and advising you regarding your poor performance. But I did not see any improvement. We have provided you with KPI’s and targets to achieve. You are not even close to your targets. You should have bought this up during our monthly meeting, but I never heard a word from you.

Keeping in view your poor performance for the said period I am suspending you from the position [MENTION] for [X] days. Take your time to revise your strength otherwise, some disciplinary action will be considered to terminate your employment.

Sincerely,

[Your Name]

[Title]

cc: [Manager’s Name]