Your Name

Date

Recipient Name

Title

Dear Recipient Name:

I have reviewed your performance in the recent meeting. With a lot of disappointment, I would like to bring this to your notice that your performance has been extremely poor. We have been trying to encourage you to improve by sending you to courses and training. Even after putting such an investment, we do not see any betterment.

You know how competitive it is out there. But we would like to give you the last chance to pick up and do your best. Otherwise, we will be having no other option but to dismiss you.

Sincerely,

Your Name

Title