Your Name

Title

Company Name

Street Address City, ST ZIP Code

Date

Recipient Name

Title

Dear Recipient Name:

You were assigned to get 200 sales within a span of half of a month, but you were not able to touch that number. You only ended 150 of your given target. From trustworthy sources and after observing your routine for the last two months, we discovered that you have been incapable of meeting the daily and monthly objectives.

The association has clarified all the rapports and settings and the exertion anticipated from you, since the orientation day.

You approved to put up with the rules then correspondingly. It is estimated that you achieve the goal fixed by the organization. If you face any complications in work, do bring it to the notice of the apprehensive power. Your work will be under stringent surveillance for the next two months. Flop to encounter the board during this period would clue to grave magnitudes, including curative dealings or even cessation of your service.

With thanks

Your Name