**[Your Name]**

[Company Name]

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address] [City, ST ZIP Code]

Dear [Recipient Name]:

This is to inform you that your work performance has deteriorated fast in the past four months. You have been absent from work frequently and have missed several important meetings. Moreover, the tasks you have been assigned have been mishandled on more than one occasion. You were also given a written warning 6 weeks ago. This kind of irresponsible behavior is detrimental to organizational efficiency. Due to your poor performance, your colleagues have been burdened more as they struggled to achieve departmental goals.

The department has decided to take disciplinary action against your poor performance at work. It is requested that you to kindly visit the HR department tomorrow and discuss your case with Ms. Samantha. If you are facing any issue, kindly discuss with her in this meeting. A decision will then be taken by the HR department and your immediate supervisor. A copy of this letter will be placed in your file.

Sincerely,

[Your Name]

[Title]