[Your Name]

[Street Address] [City, ST ZIP Code]

[Date]

[Recipient Name]

**Subject:** Admonition for misconduct/misbehavior/performance improvement

Dear Mr. /Miss [NAME HERE],

It has come to our attention that your work performance has deteriorated in the past few months. The quality of your last assignment was not up to the required standards.

If you are facing any difficulties, please feel free to reach out to your supervisor or the HR unit.

We hope you will reflect upon your work performance and make efforts to improve it.

Regretfully,

[NAME HERE]

[Title]