**Alex**

[Company Name]

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address] [City, ST ZIP Code]

Dear [Recipient Name]:

This letter serves as a letter of counseling for your underperformance over the last two years. You joined us in 2015 and showed good performance and even earned a raise. However, after that, you have shown a declining work performance.

In 2016, after the evaluation, your supervisor tried to sort things out informally and offered you help and advice. However, your underperformance continued in 2017 as well. You lagged your target by 40% which is not at all acceptable.

We have provided you with many counseling sessions and tried to inquire your issues. I personally worked with you to make a performance improvement plan. That was designed for you based on your comfortability and needs. However, nothing has given any improved results. Rather, recently, we have even received complaints of verbal abuse against you from your co-workers.

If there is something that is hindering your work performance, or you are being unable to balance your work and life issues, kindly, let us know so we may provide the required help. Your evaluation of 2018 will decide the fate of your employment contract with us.

We consider our employees our assets. You are our asset and we do not want to lose you. We hope to see improved work performance in terms of target achievement as well as your behavior.

Sincerely,

Alex

[Title]