[Date]

To

[Recipient Name]

[Title]

[Company Name]

[Street Address] [City, ST ZIP Code]

This is a letter to inform you of my concerns regarding the deterioration of work performance. Your work on the Project [NAME] did not meet the required work standards of the organization and was missing very important information.

Improvement in your work performance is expected. Your performance is being assessed. We hope you will put more effort in your work in the next project. Please feel free to contact me if you are facing any difficulty in the tasks appointed to you.

Sincerely,

[Your Name]

[Title]