**Alex**

[Company Name]

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address] [City, ST ZIP Code]

Dear [Recipient Name]:

I am writing this letter to highlight the poor performance of the sales department as well as you as a sales manager in the year 2017.

According to the last year’s performance, there was a 43% discrepancy between budgeted and actual sales. You are responsible for the whole sales department and you were unable to meet the targets. The productivity of the department has declined by 32% over the past two years. The company has greatly suffered in terms of sales revenue and the profits have declined as well.

You have been our employee for five years and your performance was always exceptional. However, since you have become a manager, yours as well as the department’s performance has gone down the acceptable standards. This makes us doubtful about your managerial skills.

If the poor performance would continue, it might result in your demotion or permanent termination. This letter will be kept in your employee file and will be used for your future evaluation.

We hope to see improved performance and better results. Let us know if we can help in any way to help you in improving your performance.

Sincerely,

Alex

[Title]