[Date]

[Recipient Name] -optional

**Subject:** Admonition for poor performance

Dear Mr. /Miss [NAME HERE],

This is with reference to a follow-up performance evaluation as was communicated to you earlier (reference date). Your poor performance at work has been a concern for the organization. Recently, your performance evaluation revealed that you failed to submit an important project file on time which caused the company to lose a valuable client. As indicated to you in the previous letter, irresponsible behavior by any employee is not acceptable.

Consider this as a second warning for poor performance. Failure to improve work performance shall lead to disciplinary action against you. Your next performance evaluation shall take place in four weeks.

Sincerely,

[NAME HERE]

[Title]