[Date]

[Recipient Name] -optional

**Subject:** Admonition for poor performance

Dear Mr. /Miss [NAME HERE],

This is to inform you that the results of your second performance evaluation have been reviewed critically. Your consistent irresponsible behavior and irregular work productivity are damaging the company’s reputation with its valuable clients. In addition, you have been neglecting work completely and taking longer than necessary breaks. Last week you were absent from two important meetings.

In accordance with the organization policy, you are in violation of article 103E, 116A, 116B and 201. After much consideration, the organization has decided to take disciplinary action against you. An investigation team shall be headed by Mr. James Sander. You will be updated about the progress periodically.

You are expected to cooperate with the investigation team. Meanwhile, you must continue your duties until further correspondence.

Sincerely,

[NAME HERE]

[Title]