Date:

To [concerned HR personnel name]

**Subject:**Re: Show cause letter for poor performance

This is with reference to the letter received for poor performance on the job. I have been working hard and trying to cope with assigned tasks. However, I have already brought my concerns to notice with my supervisor. Recently, my workload has expanded, and I am often working beyond my job description in the interests of the company.

I do appreciate my supervisor putting her trust in my abilities; however, this has led to work-related stress. I am constantly trying to complete tasks on short notice which has affected the quality of my work.

Moreover, I was assured that I would be assigned a subordinate to assist me in my workload, particularly in designing since I have little training in that domain. Unfortunately, the assistance has not materialized yet, and I am definitely struggling with graphics designing.

Here I would like to request a review of my job description. I am also requesting assistance from a trained graphic designer so that I can be relieved of some stress and can concentrate on the quality of my remaining tasks.

Look forward to your cooperation.

Sincerely,

Employee name

Designation