**To**: John Mathews

**Subject**: Negligence in Work

Dear Mr. Mathews,

We are not very happy with your handling of work duties and have received a few complaints from your fellow colleagues about not fulfilling your work commitments correctly.

We have assessed your last 5 assignments with the clients and unfortunately, we came across a significant amount of negligence, especially lack of coordination among the departments and commitment to meet the deadlines.

We highly recommend you to take the XYZ training course. Also, we want you to go through a Mentor-ship program with Mr. James, to improve your shortcomings and areas of development.

You are required to work on the above-mentioned problems and start completing your work duties responsibly. We believe you have the potential to grow and become an integral part of our firm and would like you to show us your skills, positive attitude and hard work.

 We will be reassessing your situation four weeks from now.

Looking forward to great progress.

Regards,

Nathan Johns