Your Name

Your Company Name

Street Address

City, ST ZIP Code

Date

Recipient Name

Title

Company Name

Street Address

City, ST ZIP Code

Dear Recipient Name:

I was looking at the performance and sales of my team members and I was shocked to see that one of my team members (employee name) is not performing up to the mark. I was aware of the issue that he/she has some issues with the other team members, and I tried my best to resolve them. He/she was also creating problems by asking for the half-day or off days which disturbed the project several times, but as a leader, I had to allow because I don’t want to pressurize my subordinate to an extent that he/she decided to leave the company.

After all the flexibility, (employee name) is unable to submit the tasks on time. Sadly, a good employee has turned to an employee who is performing poorly. I am writing this to inform you about the case and I want the management to discuss the issue in detail with him/her, so we can assist him/her back on the track. I don’t want to lose a great resource who was once an amazing performer.

Thanks

(Name of team lead)