20th April 20XX

Lucas Romer

The Manager,  
Estacio Group of Companies  
Box no. 50897, Dubai, Emirates

Dear George,

This writing aims to respond to you upon your request to bestow with a five percent increase in your salary next month as a bonus. I went through your email watchfully and read all of your contents and reasons rationalizing a salary bonus for you. I also revisited your profile taking into account all of the projects you have worked upon.

Here, I want to put on some details regarding your working efficiency and overall performance. Dear George, you joined the company one year ago. From the time you joined for your first day to the present day, your work has been scrutinized.

1. You have been non-serious with the punctuality needed at work and also with the rules and regulations. You were provided with a detailed warning letter asking you to be punctual and get serious with the work.
2. The last two months were crucial days for the company in which you remained absent many times without even informing the admin.
3. You were given three major projects to work on for which you were reported highly unprofessional and non-serious.

George, everyone on this planet is going through some troubles and hard times but you are challenged to keep pace and balance and never to mix your professional and personal life affecting your working capabilities and efficiency. At the time of the interview, you were informed about your lack of experience and the level of productivity and proactivity the company demands but you promised to keep the company’s trust in your capabilities.

You have performed well but it is much lower to the company’s expectation. Your case has also been discussed with the CEO, but he is also of the view that you need to work harder, faster, and show some more adroitness to demand a salary bonus. Your performance, unfortunately, has been unsatisfactory in terms of discipline and efficiency. The company’s policy of granting bonuses clearly states that bonuses are implied to the employees who have been up to the company’s expectations and can be regarded as lead workers i.e. after winning at least five consecutive projects.

To win a title likewise, I suggest you wait for three months and get better with your working proactivity. You are welcomed for negotiations.

Thanks.

Sincerely