[Date]

[Recipient’s Name]  
[Recipient’s Designation]  
[Company/Institution]  
[Address]

Dear Mr./Ms. ABC,

This letter is official reprimand documentation for your job performance during the course of the last two years. Despite the periodic reviews and regular consultation with you on your job performance, the management has not observed any noticeable improvement.

You have been serving as a Career Advisor at [School’s Name] for the past five years and as per your job description, you are required to achieve a set number of acceptance for the students in foreign schools and colleges as per the defined key performance indicators. Moreover, your job also entails the engagement of the students in community service projects and participation in national and international internships.

The management has observed your falling performance which is evident from the following report:

* The annual acceptance of the students in international colleges has dropped 56% in the last two years, that shows an average of 85 acceptances, in comparison to an average of 150 for previous years
* The signing up for international college programs has been recorded to be 120 students at the time of admissions and 170 for Summer Schools, for the last two years, in comparison to an average of 290 and 375, which indicates a drop of 59% and 55%  for admissions and summer schools’ applications
* On average, the Cambridge student now completes a total of 30 Community Service Hours as compared to 120 in the previous year

As highlighted above, your job performance is unsatisfactory even though you have completed all the required training and have extensive experience. Your departmental head and senior mistress have been consulting with you on the matter, and you committed to improving the performance this year.  But, as indicated in the report your performance has not improved since last year. Your unsatisfactory job performance is leading to the institution’s negative impression and is indicating a failure in quality assurance for our students.

Considering, the international application process is currently closed, the management wants you to improve the performance in the context of increased students’ engagement in community service projects and internship programs. Moreover, you are also required to work on applications for Summer School Programs. Your performance will be monitored and re-evaluated after two months, if no noticeable improvement is observed the management would take the necessary disciplinary action which could involve the contract termination.

We hope that you will take your job performance seriously to avoid dire consequences. We have faith in your acquired expertise.

A copy of this letter will be placed in your personal file.

Regards,

[Sender’s Signature]                                                                
[Sender’s Name]

My signature indicates that I acknowledge the content of the letter and the copy of this letter will be placed in my personal file of the Human Resources Department. My signature also indicates that I may prepare and submit a response to this letter, which will be placed with a copy of this letter.

[Recipient’s Signature]                                                        [Date]                      
[Recipient’s Name]