[Company Name]  
[Address, City, STATE, Zip]  
[Contact]  
[Website]

Dear [Name]

Re: Counselling Letter for Lower Productivity at Work and Negligence in Important Matters  
  
Dear Silber,

This letter has been sent to you to counsel you on the negligent activities by your side in important projects and assignments. I have been reported by your immediate manager that you have been showing no productivity for a very long time. You are working at a very important designation and it holds a lot of significant responsibilities. The negligent handling of important projects can lead the company to a totally opposite position. It has also been confirmed by your immediate manager and supervisor.

During the last two months, you were given a lot of important projects to work on which did not go well. The presentations that you made were full of inaccuracies and significant errors in calculations. Moreover, you are not seen as an active part of the company. It is mean to say that you have been negligent to several projects assigned to you. In any corporate and finance companies, complete dedication is needed to work at the designations like the one you possess.

To not let this negligence, escalate, I hereby write to counsel you with a few pieces of advice.

You need to be productive and proactive for which you need to schedule yourself in the best possible way. While working you need to be focused and concentrated on the most important project in front of you leaving all other things aside. You can seek help if you do not understand any of the given content or the project which impedes your focus and smooth working. The company might bear a heavy amount of loss in the wake of such negligence. If you are not well apprehensive of the job and the responsibilities put on you then you can converse with the manager or your immediate supervisor about the matter.

Keep going with this negligent attitude can turn the image of you in the department and your working position can be evacuated or it can result in a deduction in salary or termination. All these options are not good and suitable for you. Therefore, it has been suggested to you to investigate this matter and be more focused and concentrated on the work. It will not only enhance your potential and productivity but will also help you in achieving more in your career.

I expect you to mend your ways and will not only be more productive and proactive but also recover what has been lost. I ardently wish you the best of luck. If you want to discuss the matter further, we can arrange a meeting, or you can write to me at [email].

Thank you

Regards

Sheeran Steward  
General Manager  
Zoroaster Groups  
California, USA