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

Dear [Name]

Re: Counselling Letter for not Unproductive and Negligent Acts

Dear Burton,

I am Raquel Shell, the Assistant to the Managing Director, Mr. John Peterfield. I am composing this letter as a counseling notice to you on behalf of him. It has been notified to us that you are not much focused on the work and have been very negligent to one of the very important projects. You have been a very regular, punctual, industrious, amazingly talented employee of our company. We consider you an asset to our company.

Since your promotion from Assistant Finance Manager to General Finance Manager, it has been observed that you are very negligent with your responsibilities and seems to be less interested. Your focus has shrunk, and you are falling back from the diligence required and professionalism. Briefly, it has been observed plus reported by the administration department that you have been working inefficiently which is not up to the mark of acceptance.

Burton, our company is well-renowned for its highly professional team and diligent staff members. It is no good for us to be ignorant and behave carefree when several huge responsibilities fall on our shoulders. I would like you to correct your behavior and get more focused on the work. The more you get negligent to work the more chances will be created of your demotion.

Neglecting your duties can never be acceptable especially when you are at such a significant designation. Many projects have gone to loss and many assignments have been declared erroneous i.e., made by you due to your intentional/unintentional negligence. Whether the carelessness has been intentional or unintentional, in both cases, it has been declared unacceptable. The continuous negligence can lead to the dereliction of duty and your obligations.

Recently, the failure to get tenders from CM3B Company and JRK Groups marks inefficacy at your ends because you were the project head during those project proposals. Moreover, the contract which was signed with the Engulf Starship Arabia was full of errors and it was not favorable for the company’s business and deficit proportion.

Such negligent behavior can cost you a lot, therefore, I advise you to stay focused and put all your spirits into the work. If you do not contend with your designation or working responsibilities, you can directly discuss it with me.

I expect you to not repeat this and put a halt to all the complaints against you through your professional and highly spirited concentration and performance. You can meet me in person or write to me via email at [email] or call at +[X] for further. I wish you good health and quick improvement.

Thank you

Regards

Raquel Shell  
MD Assistant  
Superfloors.com  
California, USA