To

[The Recipient]  
[Company Name]  
[Address]

**Re. Performance Concerns over [X]**

Dear Monica,

I am writing this letter to express my concerns about the appalling performance of our Assistant Finance Manager, Mr. David Rose who has been displaying a lack of interest in the work and derelict negligence in important projects. The projects related to finance and consultancy need a lot of careful handling and heedful attentiveness.

Mr. Rose has been late at work for one week without informing management or his supervisor. Moreover, he has been working on the ARF-190 project with remission, and his reports are found to have several inaccurate data entries. Many of the dates mentioned are not accurate and the performance quality is very poor. I have also been receiving many complaints about insubordination and hostility. He has been unwilling to take responsibilities and instructions from his immediate supervisor and being hostile to his coworkers.

Following points of performance have been mentioned in the employee grand report of June 20XX

* Mr. Rose has dealt with total clients that are 30% lesser than SMC.
* He has surpassed the annual leave allowed for employees according to the Employee FDM Act 2018.
* He has been late to the office several times without informing the relevant department in the past three weeks.
* Mr. Rose has been looking into his personal belongings and issues while staying in the office.

You need to investigate this immediately and take strict disciplinary actions against Mr. Rose. You are required to submit an ET report as soon as before 5th July 20XX otherwise the Board of Governors shall take other disciplinary measures or other corrective steps. Thank you.

Regards,

Jolen Hatwood  
Managing Director  
OPS Groups  
P-9011 Golf Park Street, San Diego  
CA, USA.