To

[The Recipient]  
[Company Name]  
[Address]

**Re. Performance Concern for [X]**

Dear Kellen,

This letter has been written to showcase my grave concerns about your performance report submitted to the Employment MSM Records of June 20XX. This letter is written to formally reprimand you on the matter of attendance that is affecting your repute and image in the company as a competent and capable employee.

According to the company policy of Office Hours and Working Directives 20XX (updated) for fresh employees, a workweek consists of forty-two hours whereas you have completed thirty-two hours in the week 14th June 20XX to 18th June 20XX and thirty-fours hours in the week from 22nd June 20XX to 26th June 20XX. The performance in the month of June 20XX has also been considered as very poor and low on productivity according to your supervisor and director of the Development and Planning wing.

I believe you are a professional and competent employee, but such type of negligence and carefree attitude always put a question mark on your competency. Moreover, lagging over unfinished assignments, making the workplace your zone of personal relationships is also one of the most unwanted demeanors of an employee. The company has a certain pattern of rules that are to be followed by every employee including the UTI sector. In case of not correcting the mentioned points, you might have to face strict disciplinary actions. Please write to me in response at [X] or call me at +[X] from 1 PM to 3 PM.

Thank you.

Best Regards

Jen Margret  
General Manager  
Hopkins Group  
LT-190 Helen Street Las Vegas  
CA, USA