Name of the employee  
Address of the address of the employee

Subject: Warning for poor performance in sales [X]

Dear Mr. Johansson,

Yesterday I happened to see the sales report for the previous month. I was so astonished to see that the sales department has not been meeting the monthly sales target set by the company for the last few months. It is a very alarming situation for the company.

Your sales report is also indicative of your performance. I can see that you are not performing as you used to perform earlier. I can attribute poor sales reports to bad circumstances. But since I have received many complaints against you, it is a fact that your performance is deteriorating over time.

I have been informed that you are often absent from work, and you have also been seen using your mobile phone during duty hours.

Please consider this letter as a warning letter from my side as our company is in dire need to have such salespersons who can give exceptional output. Additionally, it is expected that you will improve your performance.

If you have any queries regarding this letter or you want to say something in your support, you can write back to me. I can also arrange a meeting with you if you want.

Please bear in mind that if you don't improve your performance, we will be compelled to replace you with some energetic and enthusiastic people who can give the expected output.

Regards,

Name of the sender

Signatures