Date:

To

[The Recipient Name]

Dear Mr. ABC,

I hope this email finds you in the best health and well-being. I have recently received the performance report of all the people working in the sales department for March. I am so disappointed to see that in the list of poor performers, your name is on the top.

You were given the target of carrying out 100 sales in a month. However, you conducted only 50 sales. It has been reported that you are coming to work punctually and due to this, there has been a prominent decline in your performance.

You have always been a very dedicated salesperson and I appreciate the diligence and hard work you have put in. However, the current sales report has blown my mind away. I was expecting you to be among the list of best performers. I am highly dissatisfied with the work you do.

If you have any problem in your home that is affecting your work, you can feel free to get in touch with me and share. I would like to see you shine again and outperform all your co-workers.

Regards,

Name of the employer

Designation in the company

Signatures

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