Date:

To:

Name of the employee:  
Designation in the company:  
Name of the company:

Subject: failure to perform duties

Dear Mr. James,

I discussed this with your manager yesterday and I came to know that you are consistent in terms of performing poorly. Your manager has told me that has admonished you so many times for delivering the assigned work on time. You have also been asked to show up at the workplace on time. Non-stop mistakes at your end are stressful for everyone at the workplace.

You are not working up to the criteria and neglect is being seen time and again. It seems like you are failing in performing your duties well.

I would like to let you know that the company cannot afford incompetent people in the workplace. Therefore, you are required to prove that you are not incompetent by improving your performance. Furthermore, if you want to avoid your dismissal from the company, you must meet the standards of work,

I believe that I will receive any complaint from your manager regarding your poor performance. In addition, if you need any support or training to successfully fulfill your job role, let me know as I can get you enrolled in a training session.

Yours sincerely,

Signatures

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