Date:

To:

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

Subject: failure to perform duties

Dear Mr. James,

You were assigned a task last month and I was expecting you to complete it within the period of one month. But I am so disappointed to see that you have still not completed your work. You are aware of the culture of the company according to which, employees are expected to finish their work by the said deadline.

When the submission date reached, you did not show up and you also did not attend my phone call. When I asked you to provide me with the explanation letter to explain why you did show up, you did not respond.

According to the terms and policies of the company, any person who fails in fulfilling the job responsibilities that are assigned to him is deemed incompetent.

I would like to reiterate here that the company can never be in favor of tolerating those people who don’t fulfill their job roles. Your late submission of work and other sorts of misconduct have been ignored several times. However, if the company finds that you don’t change your behavior and take your responsibilities seriously, the company holds all the right to terminate you from the job.

I expect that you will improve your performance and try to meet the company’s expectations.

Yours sincerely,

Signatures

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