To,

[Name of Recipient]

[Address of Recipient]

Date:

**Subject: Encouragement Letter to an Employee after Disappointment**

Dear Mr./Mrs. [name of the Recipient],

I know that for the past two months, your performance and productivity is not up to the mark. I realize that these days you are quite stressed because of some personal problems and situations that you are dealing with. I can say one thing for sure and that is the time never remains same. Ups and downs are part of our lives. Every person has to deal with it but the best person is the one who face and counter all the problems with a big heart and brevity.

I want to let you know that I believe in you and I am with you to support you. I am sure that with some courage and willpower, you will be able to face these difficult times. So don’t worry, just try to be focused on your work and everything will be fine. Please never ever hesitate to let me know if my support is required.

Thanks!

Yours Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]