[Name of Recipient]

[Designation of Recipient]

[Organization Name]

Date:

**Subject: Disappointment with the Poor Performance**

Dear [Name of the Recipient],

I am writing this letter as I am quite disappointed with your continuous poor performance at work for the last few months. I have been observing that you are not fulfilling your responsibilities properly. I know that you are a talented young man/woman that has always played a positive role in the growth of the organization.

We all have some issues or bad phases that often affect our personal as well as professional lives. However, the important thing is finding ways to overcome such problems. If there is anything like that, please let me know if I could be of any help to you. I am looking forward to your response.

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]