

Letter to Criticize an Employee for a Decline in Performance

[Your Name]

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear [recipient's name],

It has been [enter period] that you are working at [enter company]. Your performance has remained satisfactory throughout this period. I remember having written a couple of appreciation letters to you as well. However, I am greatly disappointed on your performance that you are showing since the past [enter period]. I am unable to understand the reason of it. You know very well that in businesses one seeks to elevate his graph and should get conscious if it declines. I was expecting an improvement in your performance since I first observed the decline in it because I had assumed that it could possibly be due to a stress that you might be facing. To my utter disappointment, I am still observing a decline in your performance.

Mr. [enter name], if there is something that is bothering you, please discuss it with me so that a solution could be found. I want you to get conscious for your performance as I definitely don't wish to send you another letter of the same type. Thank you!

Sincerely,

Your Name

[Senders Title] -Optional-