

Letter to Criticize an Employee for Poor Performance

[Your Name]

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear (Recipient's Name),

I am very sad to review your work performance. Mr. [enter name] you are not performing well, not even average. You are being paid to work for the company but we do not just want work done, we want work that is done with devotion. I see that devotion is nowhere in your work. It seems as if you are only interested in finishing the tasks so to receive your salary at the end of the month. This approach is not good and this will never bring you a good name no matter who you join for work.

I hired you because I saw you're capable and I believe you are still capable. I am sure that you can perform better than our best employees if you try since the company wants devout employees so please think about your performance seriously.

I would be glad to see improvements in your work or otherwise, you'll leave me with no choice but to write a letter of final decision to you. Hope you'll improve. Thank you!

[Your Name]

[Senders Title] -Optional-