[You Name]

[Company Name]

[Street Address] [City, ST ZIP Code]

[Date]

[Recipient Name]

Dear [Recipient Name]:

The company truly admires the efforts you put in developing marketing department to the place it is on today. Our organization wouldn't have prospered to this level without your highly professional and technical plans. And to honor your talent we have promoted you to the role of the manager in such a limited time.

However, in just two months of this promotion, your attitude has been noticeably changed. While some changes are good and healthy for the environment, your behavior, however, has a negative impact on your respective department. Many employees have registered a complaint against your rude behavior. According to them you don't supervise and guide the tasks properly to them. You aren't really concerned with what is going on under your nose.

You must accept the fact that this is the outcome of your negligence and poor performance. Therefore, kindly be mindful of the fact that with great success comes great responsibility as well. We are giving you one month to bring the things back to normal and report your performance on June 1st. Otherwise, the company will sort this issue in its own way.

Sincerely,

[Your Name]

[Title]

cc: [Manager Name]