[You Name]

[Company Name]

[Street Address] [City, ST ZIP Code]

[Date]

[Recipient Name]

Dear [Recipient Name]:

It is the right time to document this notice to you before things get worse. Yesterday Mr. John presented to me the performance report of all employees of the sales department. I personally investigate the performance report of each employee and compare it with the previous one to analyze the whole situation. And upon the findings, reward employees for their hard work. While the graph of each employee rises on an average, yours tend to descend from past three months.

The supervisor of your department reported me that he had already discussed this issue with you few times and assist you in every possible way he could. But I cannot find any progress till this day. Therefore, I must personally take notice of this case.

You are advised to visit my office at 10:00 am tomorrow morning along with your sales data of all these months. Kindly bring in the details of areas you deal with as well. We will discuss this matter from scratch and try to fix the shortcomings in your performance. I hope we can bring some reasonable conclusion out of this meeting.

Sincerely,

[Your Name]

[Title]

cc: [Manager Name]