[You Name]

[Company Name]

[Street Address] [City, ST ZIP Code]

[Date]

[Recipient Name]

Dear [Recipient Name]:

I am very enraged to write this to you in this critical situation of our company. You must be aware of our recent advancements and the severity of this matter. Almost three months ago everybody was notified about our new store to be opened in New York. We clearly advised each employee to work harder during these crucial five to six months. And everyone followed it wholeheartedly except you.

The company is organizing frequent meetings in this period to discuss important business functions. While everyone is presenting their input on how to improve and progress with this new plan the company has made, you are continuously absent in these important meetings. Since you don't attend our sittings properly, you barely know what we are up to. And as a result, your performance is highly degraded.

At this moment the company is not able to tolerate the poor performance of an employee and will take strict legal action of straight termination. Therefore, if you want to continue this job, kindly rectify your follies and come up with the expected execution of business functions assigned to you.

Sincerely,

[Your Name]

[Title]

cc: [Manager Name]