Your Company Name  
Street Address City, ST ZIP Code

Date

Recipient Name

Title

Dear Recipient Name:

A negative performance report has been submitted to you by your supervisor. According to the report, you always make excuses for failing to meet deadlines. You frequently blame your personal issues for your overall poor performance. This behavior may result in your termination.

Being a part of this prestigious organization, you must exhibit diligence and efficiency. Make a hard effort to achieve your work goals instead of making excuses. Do not try to cover your incapability and lack of effort through lame excuses.

We hope that is a warning letter word that makes you work harder from now onwards. The management is always available for any kind of assistance you need. Any more missed deadlines may result in a strict action being taken against you.

Sincerely,

Your Name

Title