[Company Name]  
[Address, City, STATE, Zip]  
[Contact]  
[Website]

Date:

Dear Johnathan,

It is hereby intimated to you that we have been observing your performance from two months now and we regret bringing it to your attention that we are not satisfied with your output. Not only that you are not consistent with the time frames allotted for executing a certain project, you don’t even find it necessary to inform your superiors for the delay and the factors involved in it.

Before taking any disciplinary actions, we would like to try one more time with you. Enclosed in this letter is a performance improvement plan from your project head and I have personally approved it after a thorough introspection.

It is expected of you to follow all the guidelines and instructions of this plan and complete the project within the due date. Any otherwise activity or outcome may lead to severe consequences.

Should you have any queries, you may contact Mr. Mike who has been appointed as your head.

Sincerely,

XYZ,  
HR