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

Subject: Counseling regarding poor performance

To

[The Recipient]

Dear Mr. Christopher,

Hope everything is doing well around the corner. This letter aims as a counseling letter on the behalf of your poor performance over the period of the last two years. You had joined [X] Company at the start of 2017 and were demonstrating exuberant performance and proved a great asset for the company. After eight months of your joining, you started showing a lack of performance.

After your evaluation at the start of 2019, your company’s manager helped you a lot in sorting the thing out. Your performance went well till the end of 2018. However, you started lagging your performance and target up to 30 percent which is unacceptable totally.

You were provided with counseling and training sessions and the manager of the company tried to solve your issues personally. Moreover, I also provided my assistance to you to improve your performance. The purpose of all this was to make your work better and all this was designed based on your needs and comfortability. Despite all this, you did not show any good performance and we have started receiving complaints against you from your colleagues. You are also accused of using abusive language in the workplace.

If something is disturbing, you and creating a drawback in your performance then you can let us know. We may assist you in lessening your issues and balancing work life, don’t hesitate to share your problem. You are part of the organization and we do not want to lose a gem like you.

Your assessment of 2019 will settle on a plan of action the nemesis of your working duration with [X] organization. I hope that after getting proper counseling you will start showing improvement in your performance and will achieve your set targets as well. We also want you to change your behavior with your co-workers.

Regards,

[Your Name]  
[Designation]