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

Subject: Counseling regarding poor performance

To

[The Recipient]

Mathew Joseph

This letter serves as a counseling letter regarding the poor performance that you are showing since the start of this year. It also serves as a reprimand letter on behalf of failure in executing the office work.

You have been failed to manage your workload appropriately for the position of XYZ to defend the intimate information you have obtained about your co-workers who report to you. It is an open violation to leak an employee’s secret information to some other person and it is against the basic rules of ethics.

This thing also goes against your entrusted and expected executive role. It is unfair on your behalf to not execute your managerial duties properly, even if your colleagues had not made this thing clear that the thing they are sharing with you was not secret, sharing it with your other co-workers is unacceptable at any rate. The ferocity of your activities gives grounds for the punitive actions that pave a way for the termination of your employment.

You were given counseling earlier on behalf of a misdemeanor in which you disclosed secret information endowed to you by your colleague. The core aim of writing this letter is to remind you of the central importance of shielding the shared details that are obligatory for your role. I also remind you through this letter the central importance of your work that is based on your managerial responsibilities.

If something is irritating you and creating a drawback in executing a good performance, then you can inform us. I may personally assist you to tackle the situation and solving your issues with balanced work life. You are the part and parcel of the institute and we do not want to lose a hardworking chap like you. Your assessment of 20XX will be based on a plan of action the nemesis of your working duration with ABC institute. I am quite hopeful that after getting proper counseling you will start showing an exuberant performance and will achieve your set targets as well.

Regards,

Mathew Arnold