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

To

[The Recipient Name]

Subject: Concern for not completing the project on time

Dear Alex,

Yesterday, while I was reviewing the monthly performance reports of my company employees sent by their respective managers, I came across yours and one thing made me extremely worried and that was your failure in terms of completion of the project on time.

As per your manager, you were given sufficient time of three weeks in order to complete a very important project but due to your negligence, the project has not been completed and is still pending which is an alarming thing for the company. Remember, your inefficiency has placed a big question mark in front of your performance.

Mr. Alex, I have a lot of concerns as far as your performance is concerned. I was not expecting this kind of activity at least from your side. You must be knowing this fact that I appointed you based on your performance in the previous company where you were working. Your current performance has made me disappointed and I have been forced to think in a different way considering your position in the company and nobody else, but you are solely responsible for this.

Retaining such inefficient employees in a company of a good repute can prove disastrous for its existence and we too have no space for such employees and have a zero-tolerance policy for such negligence.

This letter also aims to inform you that the coming month is going to be an important one for your job because your performance will be monitored strictly, and any final decision will be taken afterward. Moreover, I want to meet you personally in order to sort out and resolve the issue, if there is any. I shall be available in the company conference room tomorrow from 10 a.m. to 12 p.m. You are directed to meet me there tomorrow.

Yours sincerely,   
[XYZ]