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

To

[The Recipient Name]

Subject: Concern for not completing the project on time  
Dear Johnson,

I am writing you this letter in response to your performance report submitted by your manager yesterday. In that report, it has been mentioned that you have been failed to complete and submit that project which was allocated to you a month ago. He was of the view that one month was plenty much time for a project to be completed but you, owing to your sheer negligence, have failed to complete it within a specified limit of time.

This act of yours is not tolerable at all within an organization like us because we do not compromise on quality as well as the standard of our services. Today, if we are standing tall in the market, it is due to the fact that we meet the deadlines specified by our customers in terms of completion of projects.

Let me know you that your unprofessional act has put a big question mark on your performance, and I have a lot of concerns about it. I was happy after appointing you as project manager keeping in view the importance of that project and was hopeful about its timely completion but now I have come to know that I was wrong and the project should have been allocated to somebody else in the office.

You must be well aware of the fact that such acts of negligence are dealt with strictly in our company but I, before taking any step, want to listen from your side first. You are therefore directed to attend the meeting with me along with all the project documentation at the meeting room of the company head office tomorrow at 10 a.m. sharp. Any further decision will be taken thereafter.

Yours sincerely,  
[XYZ]