[Company Name]  
[Slogan]  
[Address]  
[Contact/Other Details]

Date:

RE: Decrease in sales for [TEXT]

Dear Employee,

I am writing this letter to you to lure your attention towards a grave matter for the store, the decline in sales performance from your end. Following the protocol, I was looking at your monthly report, and it shocked me to observe a decrease in your performance. Instead of growing up, your presentation is alarming, which is a threat to the business.

As you already know, Skyrocket Solutions is only a new baby in the industry, and our survival depends on our sales. Your procrastination in executing your assignments will put the entire company’s future at stake in such a crucial time. I have also spoken to your project head before confronting you only to make sure, and I am afraid he did not positively say your performance.

If you carry on with this careless demeanor, the company will face a significant loss that, perhaps, will hurt the company’s reputation leading to the closure of our venture. Under no circumstances are we ready to tolerate that. It is intimated to you that if you keep working at such a slow pace, the administration will have no other option but to fire you immediately. You have proven to be a great asset to the company previously, and we expect you to behave along the same lines.

Should you have any explanations to offer or anything I could help you with, please feel free to contact me at the official time.

Sincerely,

ABC,  
Director,  
Skyrocket Solutions,