Date

Name

Address

Dear Mr. John,

I am writing this letter to make you understand that you have to fulfill your responsibilities and duties in a better manner.

I am not satisfied with your performance, as you are not doing your job properly. Last week, I came to visit the building, the maintenance of which is your responsibility, and I was not happy to see its condition. The building seems to be ignored for a long time. No proper cleaning chipped off paint, fused lights, non-functional cameras, etc., were the sight. Even the rent collection is very ineffective, and often you deposit the collected money after half the month has already passed.

I want you to improve your administration and management. I will revisit after two weeks, i.e. on 20th June [YEAR], and I want you to revamp my building till that date. You need to manage the staff working under you as well, and I have given you the authority to terminate anyone, who is not working effectively. Build up your team better, and improve my property’s condition, for which you have been hired. If you are not capable to handle your job, we can always look for a new manager.

I hope that you will realize your mistakes and amend them. We are hoping for a better change.

You can contact me at [X] for any questions or if you need any suggestions. Let me know if you need approval or my signature.

Thank you.

Regards,

William Geller.