To

[The Recipient Name]

**Re. For Performance Improvement**

Dear [Employee Name],

This letter concerns an improvement in your performance and code of conduct at work. You have been working in this organization for x years and working as a [mention the designation] keeps you in an eminent position to act in a certain way that is professionally diligent, focused, and demonstrated efficiency.

However, a recent discussion on the employees’ code and performance reveal that you are lagging behind in acting professionally and taking in the organizations’ rules and regulations for the code of conduct and professional behavior. Hence, it is the foremost requirement to work in this company to behave highly professionally and in a certain way. Our code of conduct builds an environment around us which helps us in focusing on work and meeting the project deadline efficiently.

Improvement is required in two main areas of the code of conduct. One is to not argue with the supervisors and senior members of the team. You can definitely give your suggestions and opinion on a certain matter but in a rude way. However, you have been seen as a nice and kind coworker but the mentioned point of improvement reflects a series of incidents where you were observed as being rude to your seniors.

Another area of improvement is working on the project and assignments are given to you efficiently and accomplishing them within a given timeline. Not meeting deadlines and staying less focused at work comes in the premises of lack of interest and unprofessionalism. Such an attitude makes an employee dull and negligent. You should work on the pace of your work by learning time management skills along with the organization of the task keeping in view their priority.

We look forward to seeing a positive change in your demeanor soon after this letter. We expect you to behave in a certain way complying with the company’s policies and rules and staying productive and diligent at your tasks and projects. We wish you the best of luck with your efforts to bring a positive change in your behavior. Thank you.

Regards,

[Name]

[Designation]