To

[The Recipient Name]

**Re. Letter for Performance Improvement**

Dear Employee,

The letter serves as a notice for no improvement observed in your performance and overall demeanor. I am disappointed to see that even after serving you with a letter to look into the loopholes in your performance and asking for being vigilant at work, no change in the performance is seen.

Dear [Name], you were hired as a [mention the designation] with no prior experience in the field. During your recruitment process, you assured the recruitment team to work on your weaknesses and show us the best results. Although you were hired, concerns for your performance on the ongoing projects got intense.

We have been observing your professional performance for more than three months but unfortunately, we did not see any improvement in your performance. Your demeanor is unprofessional which is demonstrated by your attitude of not adopting the company's policies and inability to accept the subordination of your seniors.

You have been non-punctual; demonstrated by your late coming to the office and leaving early without authorized permission. Please be informed that this degenerative performance improvement can cause your demotion. Remember that the company’s authorities will not tolerate this demeanor, especially, when an employee is under probation.

In case of further noncompliance to the company policies or no improvement in performance, you can be terminated from your designation without benefits. If there is any issue at work, you can openly discuss it with me or with the Senior HR Manager.

We expect you to show improvement in your performance and try your best to overcome the hurdles you could have at an early stage of learning. Thank you.

Sincerely,

[Designation]

[Company Name]