

[Your Company Logo]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Employee Issue Concerns

We are writing to formally address some concerns regarding your recent performance and conduct at [Company Name].

[Briefly outline the specific issues, providing dates, examples, and any relevant details.]

It is essential that we work together to address these concerns. We encourage you to meet with [HR Manager/Supervisor's Name] to discuss this matter further and to explore solutions that may assist you moving forward.

Please respond to this letter by [response deadline] so we can arrange a time to meet.

Thank you for your attention to this important issue.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]