

From,

Daniel Webber,

Operational Manager,

ABC Company,

Date: 9/8/13

To,

Vincent Cooper,

Junior manager,

ABC Company.

Dear Vincent,

I have come to know about the performance of your last month. I went through the detail report. It was not bad or poor but not up to the mark as we have many expectations of you. You have always performed more than we've asked for but your recent work performance doesn't seem like your best. But you do not need to take any pressure about that. Being your senior I can give you some valuable tips. First, find out the problems you are facing or the things are not going right and disturbing you. You do not have to do anything extra but stick to the basics that may give you some extra room to carry on your good work.

You can also come and talk to the Counsellor of the company or me if there are some professional or personal issues worrying you. I know your strength and skills and I know that you will be able to get back on your front foot very soon.

I hope you will get rid of this time very soon and will be back in your den while we can see you as a happy worker performing with his most limits.

Best regards,

Daniel Webber,

Operational Manager.