

Counseling Letter

From: _____

Sender's Name

Sender's Address

City, State, ZIP Code

Date

To: _____

Recipient's Name

Recipient's Address

City, State, ZIP Code

Dear _____,

This letter serves as a letter of counseling for your underperformance over the last _____. You joined us in _____ and showed good performance and even earned a raise. However, after that, you have shown a declining work performance.

We have provided you with many counseling sessions and tried to inquire about your issues. I personally worked with you to make a performance improvement plan. That was designed for you based on your comfortability and needs. However, nothing has given any improved results. Rather, recently, we have even received complaints of verbal abuse against you from your co-workers.

If there is something that is hindering your work performance, or you are being unable to balance your work and life issues, kindly, let us know so we may provide the required help. This year's evaluation will decide the fate of your employment contract with us.

We consider our employees our assets. You are a valuable member of our team and we do not want to lose you. We hope to see improved work performance in terms of target achievement as well as your behavior.

Sincerely,

Sender's Name

Sender's Signature

Letter Of Counseling Examples

Raffaela Di Napoli



Letter Of Counseling Examples:

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