(Mention name)

(Address)

(Contact information)

(Date)

(Recipient's name)

(Recipient's address)

(Recipient's Contact Information)

Sub: Warning for Poor Sales Performance

Dear (Recipient's name),

This letter is to warn you about the poor work performance in the sales field of our company (mention the name of the company). Due to your poor sales performance, it has affected our sales target of this month due to which all the staffs are upset as it is a shameful act for the reputation of our department (mention the name of the department).

Due to this, we have to make you aware and warn you that this should not be continued next time, as a poor job done in this field is not acceptable.

To meet the target soon for the coming month, we expect better performance from you. If you want to convey or discuss anything related to this, you can contact me here (mention the name of the contact person) during the given working hours.

Looking forward to better performance next time as it matters a lot for our company.

Thank you for understanding.

With regards,

(Hand-written Signature)

(Date)

(Notary or witness if required)