

Dear (Name of the person),

This letter is regarding that I don't want to accept the meeting request which you sent me yesterday. I don't want to fix any meeting with you because I am already disappointed with the previous meeting.

You have made so many promises to complete your pending projects, but you have not still submitted any of them. I am fed up with your excuses and not in a mood to listen to the new one.

You're used to be a dedicated candidate, but now you are just the opposite of that. These drastic changes are not expected from such types of people. I am already so depressed about your behavior, so I don't want to have any meeting with you.

There is no need for a meeting because no matter what, you are not going to listen to me. If you were sorry for your mistakes, then you must not repeat them, but you have done it again. You are not a small kid to whom somebody will be there to scold every time. Now it is your call to do whatever you want.

Let me clear one thing to you that I will not be going to tolerate this carelessness in my company, and sooner or later, you have to pay for this.

I hope you know what I mean, so I request you don't ask me for any further meetings with you.

Regards,

XYZ