

HR Letter of Concern

ABC Corporation

123 Corporate Avenue

New York, NY 10001

June 25, 2024

John Doe

456 Elm Street

New York, NY 10003

Subject: Letter of Concern

Dear John Doe,

I hope this message finds you well. This letter is to formally express our concern regarding certain issues that have recently come to our attention in relation to your performance and conduct at ABC Corporation.

As a Senior Software Engineer in the IT Department, we have always appreciated your technical expertise and contributions to various projects. However, it has been observed that there have been several instances that require immediate attention and rectification:

1. **Performance Issues:** There have been multiple instances of missed deadlines and incomplete tasks over the past three months. This has affected the overall productivity of the team and project timelines.
2. **Attendance:** Your attendance record indicates a pattern of frequent tardiness and unapproved absences. Regular attendance is crucial for maintaining team coordination and meeting project deadlines.

- 3. Professional Conduct:** There have been reports of unprofessional behavior during team meetings and interactions with colleagues. Maintaining a respectful and collaborative work environment is essential for the success of our team.

We understand that there may be underlying reasons for these issues, and we are here to support you in addressing and overcoming them. We request you to schedule a meeting with your immediate supervisor, [Supervisor's Name], within the next week to discuss these concerns in detail and to develop a plan for improvement.

Please consider this letter as an opportunity to address the issues and improve your performance and conduct. We are confident that with the right approach and support, you can overcome these challenges and continue to be a valuable member of our team.

If you have any questions or need further assistance, please do not hesitate to contact the HR department at (555) 987-6543 or hr@abccorp.com.

Thank you for your attention to this matter.

Yours sincerely,

[Signature]

Jane Smith

HR Manager

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