

Performance Issue Resolution

Date: [Insert Date]

To: [Freelancer's Name]

From: [Your Name]

Subject: Resolution of Performance Issues

Dear [Freelancer's Name],

I hope this message finds you well. I am writing to address some concerns regarding your recent performance on the [Project Name] project.

Over the past [duration], I have noticed the following issues:

- [Issue 1]
- [Issue 2]
- [Issue 3]

These concerns have affected the overall progress and quality of the project. I believe it is important for us to address these issues promptly to ensure smooth collaboration moving forward.

I would appreciate your feedback on these matters and suggest we schedule a meeting to discuss how we can enhance communication and improve the project outcomes.

Thank you for your attention to this matter. I look forward to your response.

Best regards,

[Your Name]

[Your Contact Information]