

Letter of Regret for Inadequate Performance

Dear [Employee's Name],

I hope this message finds you well. I want to take a moment to discuss your recent performance in your role as [Job Title].

While I appreciate your efforts and dedication, I regret to inform you that your performance has not met the expectations that we had hoped for. Specifically, [briefly outline the areas of inadequate performance].

We value you as a member of our team and believe in your potential to improve. Therefore, I encourage you to take advantage of the resources available to you, including [mention any available support such as training, mentorship, etc.].

Please feel free to reach out to me if you wish to discuss this matter further or if you need assistance in addressing these challenges. I believe with focus and effort, you can turn things around.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]