

Motivation Letter for Employee

From,
Suhail
Operational Manager,RT Company

Date: 15 June 2014

To,
Ravi Kumar
Junior Manager,
RT Company

Dear Ravi,

I have come across the fact that your performance from the last two months is not upto the marks. It was a bit lower than your previous performances and the target which you were supposed to complete. You have always performed well and received incentives for the projects assigned to you. But considering your performance from the last three months I would suggest you to identify the problems you are facing and act upon the issues accordingly. You can seek help of counsellor if you need any personal or professional help which are hindering your performance. You have been a valuable employee for our firm and I want my employees to be happy and giving there best performance. I hope you will get over the issues soon.

Regards
Suhail
Operational Manager