**Subject:** **Upcoming Team Restructuring**

Hi Jaime,

I wanted to inform you that we’re currently evaluating the team structure as we prepare for the next quarter. Given the ongoing issues with project delivery and your performance, your role is being considered as part of this assessment.

I suggest we meet later this week to discuss your future with the company and review your progress against the targets set during your last performance review.

Please coordinate with my assistant to find a time that works.

Best regards,  
Susan   
BASTION CORP