

Termination Letter For Poor Performance

[Your Name]

[Your Title/Position]

[Your Company/Organization]

[Your Address]

[City, State, ZIP]

[Date]

[Employee's Full Name]

[Employee's Address]

[City, State, ZIP]

Dear [Employee's Name],

Subject: Termination of Employment for Poor Performance

I regret to inform you that, despite our efforts to address your performance concerns and provide you with opportunities for improvement, your job performance has not met the standards expected at [Company/Organization]. Therefore, we have made the difficult decision to terminate your employment, effective [Termination Date].

Over the past [time period], we have discussed with you on multiple occasions the specific performance issues we have observed. These issues include, but are not limited to:

1. [Performance Issue 1]
2. [Performance Issue 2]
3. [Performance Issue 3]
4. [Performance Issue 4]

Despite the feedback and guidance given to you during this time, we have not seen the necessary improvements, which has negatively impacted the overall productivity and effectiveness of your role within the organization.

As an employer, we understand that employees may encounter challenges in their work, and we

always strive to support our staff in overcoming these challenges. Unfortunately, in this case, the sustained lack of improvement has led us to conclude that continued employment is not feasible. Please be informed that you are entitled to receive any outstanding salary, accrued vacation leave, and other benefits in accordance with the company's policies and applicable employment laws. You will be provided with a severance package, which will include details regarding compensation and benefits.

You will be required to return any company property, documents, or materials in your possession on or before your last day of employment.

Should you wish to discuss this decision further or require assistance in understanding the severance package, please feel free to contact [HR Manager's Name] in the Human Resources Department.

We recognize your efforts during your tenure at [Company/Organization], and we sincerely wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title/Position]

[Company/Organization Name]