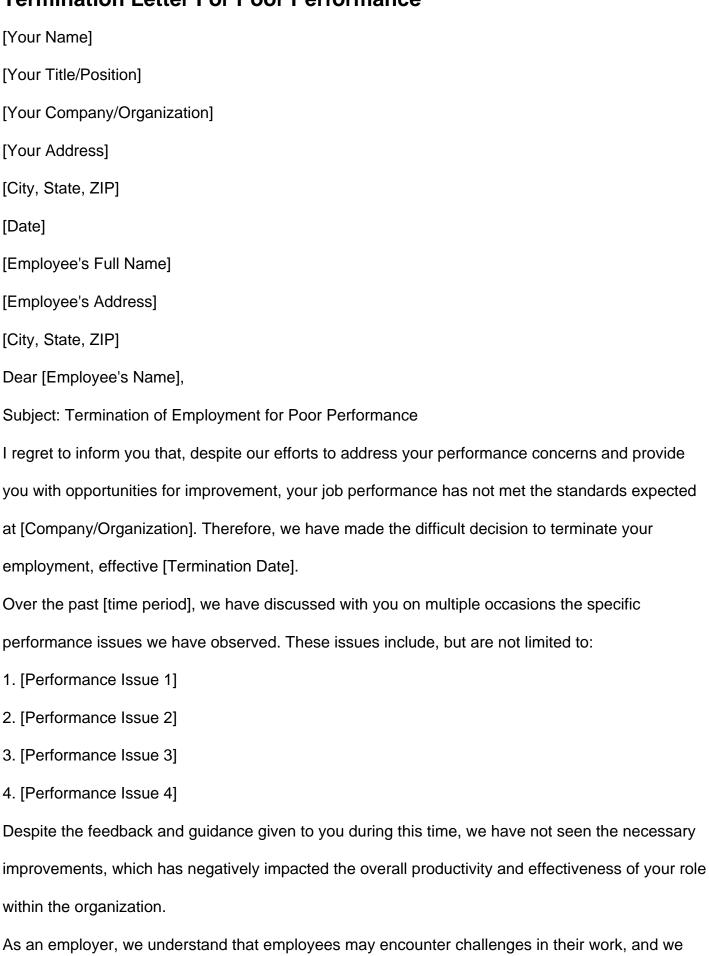
## **Termination Letter For Poor Performance**



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]