

# Involuntary Termination Notice

Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Job Title: \_\_\_\_\_

Department: \_\_\_\_\_

Supervisor: \_\_\_\_\_

## Reason for Termination

This letter is to inform you that your employment with \_\_\_\_\_ is terminated, effective \_\_\_\_\_, due to continued poor performance.

Despite previous performance discussions, warnings, and opportunities to improve, your job performance has not met the company's required standards. Specific areas of concern include (but are not limited to):

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Documentation of performance meetings and corrective actions are on file for your reference.

## Final Details

Your final paycheck will include all wages owed through your last day of work, including any accrued and unused leave, as applicable. You are required to return all company property, including keys, identification badges, equipment, and documents.

Please contact Human Resources with any questions regarding your final pay, benefits, or the termination process.

Supervisor/Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_