

Company Name
Company Address
City, State ZIP Code

[Date]

[Employee Name]
[Employee Position]
[Department]
[Employee Address]
[City, State ZIP Code]

Subject: Letter of Termination for Failure to Meet Job Requirements

Dear [Employee Name],

This letter is to inform you that your employment with [Company Name] will be terminated effective [Last Working Day], due to your failure to meet the job requirements and performance standards expected for your role as [Employee Position].

Despite previous discussions, feedback, and opportunities for improvement, we have not observed sufficient progress in your job performance. Details of the specific areas in which expectations have not been met have been outlined in prior written communications.

Your final paycheck, including any accrued benefits as required by law, will be provided to you on your last day of employment. Please return all company property prior to your departure.

If you have any questions regarding this letter or your termination, please contact [HR Contact Name] at [HR Contact Information].

We thank you for your efforts during your tenure with [Company Name] and wish you the best in your future endeavors.

Sincerely,

[Manager/Supervisor Name]
[Title]
[Company Name]

Signature