

[Company Name]
[Company Address]
[City, State, ZIP]
[Date]

[Employee Name]
[Employee Address]
[City, State, ZIP]

Subject: Termination of Employment Due to Poor Performance

Dear [Employee Name],

This letter serves as formal notice of the termination of your employment with [Company Name], effective [Last Working Day, e.g., immediately or specify date].

Despite previous discussions and attempts to support your improvement, your performance has not met the required standards and expectations for your position as [Employee Position]. Specific areas of concern have included [briefly mention areas of poor performance, e.g., missed targets, quality issues, etc.]. Please refer to the documentation provided during your performance reviews and previous warnings dated [list dates as applicable].

Your final paycheck, including any outstanding entitlements, will be provided to you on your last working day. Please return all company property, including [list property, e.g., keys, documents, equipment], prior to your departure.

If you have any questions regarding your final compensation or other offboarding matters, please contact [HR Contact Person/Department].

We thank you for your efforts at [Company Name] and wish you success in your future endeavors.

Sincerely,

[Your Name]
[Your Position]
[Company Name]