Professional Termination Letter for Continuous Non-Performance

[Your Company Letterhead]

Date: [Insert Date]
Employee Name: [Employee's Full Name]
Employee Position: [Employee's Position]
Department: [Employee's Department]

Dear [Employee's Name],

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

Over the past [time period, e.g. six months], we have discussed on several occasions your performance concerns, specifically relating to [briefly identify area(s) of non-performance, e.g. failure to meet project deadlines, quality issues, or attendance]. Despite our efforts to support your improvement-which included [list any corrective actions: coaching sessions, performance improvement plans, additional training, etc.]-there has not been sufficient and sustained progress in your job performance.

For your reference, below are specific examples of ongoing non-performance that contributed to this decision:

- [Instance 1: Date and brief description]
- [Instance 2: Date and brief description]
- [Instance 3: Date and brief description]

As outlined in our previous discussions and in accordance with our company policies, continued failure to meet performance expectations has resulted in our decision to end your employment. Please be assured that this decision was made after thorough consideration and review of all relevant information.

Your final paycheck, including any outstanding compensation, will be provided to you according to our standard payroll procedures. You will also receive information regarding your benefits, return of company property, and any other matters pertaining to your transition out of the organization.

We appreciate your efforts during your time with [Company Name] and wish you the best in your future endeavors. Should you require any documents or have questions regarding this process, please contact [HR Contact Name] at [HR Contact Information].

Sincerely,
[Supervisor/Manager Name]
[Title/Position]
[Company Name]