

Sample Formal Notice Letter for Termination of Employment Due to Poor Performance

Date: [Insert Date]

To:
[Employee's Name]
[Employee's Position]
[Department/Unit]
[Company Name]

Subject: Notice of Termination of Employment

Dear [Employee's Name],

This letter serves as formal notice of the termination of your employment with [Company Name], effective [Last Working Day, e.g., July 15, 2024].

Over the past [duration, e.g., six months], we have addressed ongoing concerns regarding your performance, specifically related to [briefly outline key issues, e.g., failure to meet sales targets, missed deadlines, or unsatisfactory quality of work]. Despite clear feedback and support, including the Performance Improvement Plan provided to you on [date], we regret to inform you that expected improvements have not been demonstrated.

As previously communicated in performance reviews and during meetings held on [list previous warning or review dates], these performance issues have adversely affected team productivity and overall business objectives.

Please note that your final paycheck, including any accrued entitlements, will be provided to you on your last working day. You are required to return all company property, including [list items, e.g., access cards, laptops, documents], by your final day of employment.

Should you have any questions regarding this notice or require clarification about your entitlements, please contact [HR Contact Name], [HR Contact Position], at [HR Contact Email/Phone].

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

Sincerely,

[Manager's Name]
[Manager's Position]
[Company Name]

This sample formal notice letter for termination due to poor performance ensures professionalism, respect, and legal compliance. Be sure to tailor the specifics to your situation and consult legal or HR experts as appropriate.