

# Sample Termination Letter for Consistent Poor Performance

[Your Company Letterhead]

Date: [Insert Date]

**To:** [Employee Name]

**Position:** [Employee Job Title]

**Department:** [Department Name]

Dear [Employee Name],

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

Over the past [duration, e.g., several months], your performance has consistently failed to meet the standards and expectations outlined for your role. Despite multiple discussions, written warnings, and support provided by management, there has been insufficient improvement in the following areas:

- Lack of achievement of assigned tasks and goals
- Missed deadlines and poor time management
- Consistently low quality of work/output
- Failure to adhere to established company procedures

As documented in our previous meetings on [list dates of prior warnings or performance reviews], you were given the opportunity for improvement and notified of the potential consequences of continued underperformance. Unfortunately, after careful review, it has been determined that your performance has not met the required standards.

Your employment with [Company Name] will end on [Last Working Day]. Your final paycheck will include all wages owed to you, including any accrued but unused vacation days, in accordance with company policy and applicable law. You will also receive information regarding benefits, final documentation, and the process for returning any company property.

We appreciate your efforts during your tenure and wish you the best in your future endeavors. If you have any questions regarding this decision or your final pay and benefits, please contact [HR Contact Name] at [HR Contact Email/Phone Number].

Sincerely,

[Manager's Name]

[Manager's Position]

[Company Name]