

# Employee Termination Letter: Consistently Low Performance

**Confidential**

Date: [Insert Date]

To: [Employee Name]  
[Employee Position]  
[Department]  
[Company Name]

Dear [Employee Name],

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

Over the past [duration, e.g., several months], we have discussed concerns regarding your job performance, specifically [briefly mention areas of concern]. Despite ongoing feedback, coaching, and the implementation of a Performance Improvement Plan (PIP) starting on [date], your performance has not reached the expected and required standards for your role.

Our goal throughout this process has been to support your professional development and success with our organization. Unfortunately, due to your continued inability to consistently meet performance expectations for the position of [Employee Position], we have made the difficult decision to end your employment.

Please arrange to return all company property, including [list items, e.g., keys, ID badge, equipment, documents], by your last day. Human Resources will provide details regarding your final paycheck, benefits status, and the return of company property.

Should you have any questions regarding this process, you may contact [HR Contact Name] at [Contact Information].

We thank you for your efforts and wish you success in your future endeavors.

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