

Sample Termination Letter for Underperformance

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee Position: [Insert Position Title]

Department: [Insert Department Name]

Dear [Employee Name],

This letter is to inform you that your employment with [Company Name] will be terminated effective [Last Working Day, e.g., immediately or specify the date], due to continued underperformance and your inability to meet the performance standards expected for your role.

As detailed in our previous discussions and written warnings dated [List dates of warnings, Performance Improvement Plan, or relevant meetings], we have addressed several specific areas of concern regarding your performance. These include:

- [Example: Failure to meet sales targets for three consecutive quarters]
- [Example: Repeated missed deadlines on key projects]
- [Example: Incomplete or insufficient work quality despite mentoring and support]

Despite providing you with a Performance Improvement Plan, additional training, and regular feedback, there has been insufficient improvement in your performance. This decision has been made after a thorough review and consideration of your efforts and the opportunities provided to support your progress.

Your final paycheck, including any accrued leave and entitlements, will be provided in accordance with company policy and legal requirements. Attached, you will find details regarding your final pay, benefits, and the process for returning company property.

Please arrange to return all company property, including [laptop, ID badge, keys, documentation, etc.], before your departure.

If you have any questions regarding this termination or require further clarification, please contact [HR Contact Name] at [HR Contact Information].

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

Sincerely,

[Manager/Supervisor Name]

[Title]

[Company Name]