

Sample Termination Letter for Poor Job Performance

[Company Letterhead]

Date: [Insert Date]

To:

[Employee's Name]

[Employee's Position]

[Department]

[Company Name]

Dear [Employee's Name],

This letter is to formally notify you that your employment with [Company Name] will be terminated effective [Termination Date].

This decision has been made as a result of your consistently unsatisfactory job performance, which has not met the standards expected for your role. Despite previous discussions and documented warnings on [list dates of warnings or meetings], and the support and resources provided to help you improve, there has not been sufficient improvement in your performance.

The specific areas of concern include:

- [List specific performance issues, e.g., missed deadlines, incomplete tasks, errors, etc.]
- [Second issue]
- [Other relevant details]

The decision is final and has been made after careful consideration and in accordance with company policy. Your final paycheck, including any accrued benefits (if applicable), will be provided to you in accordance with state and federal laws. Please return all company property, such as keys, badges, laptops, and documents, by your last day of employment.

We appreciate the contributions you have made during your employment and wish you the best in your future endeavors. If you have any questions about your final pay, benefits, or other details, please contact [HR Contact Name and Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Company Name]