

Termination of Employment Letter for Performance Issues

[Company Letterhead]

[Date]

[Employee Name]

[Employee Job Title]

[Department]

[Employee Address]

Dear [Employee Name],

This letter is to formally notify you that your employment with [Company Name] will be terminated effective [Last Working Day, e.g., MM/DD/YYYY], due to ongoing performance issues.

Reason for Termination

Despite previous discussions and documented performance evaluations, your performance has not met the required expectations for your role as [Employee Job Title]. Specifically, the following concerns were noted:

- [Briefly state specific performance issues, e.g., "Consistent failure to meet sales targets"]
- [Second issue, e.g., "Missed project deadlines"]
- [Additional issues, if any]

Previous Warnings

You have received the following warnings or support:

- [Date]: [Verbal/Written warning and nature of issue addressed]
- [Date]: [Performance Improvement Plan, if applicable]
- [Any additional actions taken]

Unfortunately, improvement has not been sufficient to justify continuation of your employment.

Last Day of Employment

Your last working day will be [Last Working Day]. Please return all company property, including building access cards, keys, laptops, and documents, by your last day.

Final Pay and Benefits

Your final paycheck, including any accrued and unused vacation or paid time off, will be provided in accordance with company policy and local laws. If you have questions about benefits, COBRA, or other matters, please contact [HR Contact Name/Email/Phone].

Next Steps

You are encouraged to schedule an exit interview with Human Resources. Should you need a reference or documentation of employment dates, HR will be available to assist.

We appreciate your efforts during your employment and wish you success in your future endeavors.

Sincerely,

[Manager/Supervisor Name]

[Job Title]

[Company Name]