

Termination Letter Template Due to Unsatisfactory Work Performance

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee Position: [Insert Job Title]

Department: [Insert Department]

Dear [Employee Name],

This letter serves as formal notice of the termination of your employment with [Company Name], effective [Termination Date].

The decision to terminate your employment is the result of continued unsatisfactory work performance. Despite prior discussions and written warnings on [list relevant dates], we have not observed the necessary improvement in your job performance. Specific areas of ongoing concern include:

- [Describe specific performance issues]
- [Reference previous warnings, Performance Improvement Plans]
- [Other relevant details]

We have provided opportunities for improvement and support, but unfortunately, the required standards have not been met.

Your final paycheck, including payment for all earned wages and accrued vacation (if applicable), will be provided on your last working day or in accordance with state law. Please return all company property, including keys, ID badges, electronic devices, and any confidential documents, by your final day of employment.

If you have questions regarding your benefits or the return of company property, please contact [HR Contact Name] at [HR Contact Information].

We appreciate your efforts and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]