

# Termination Notice for Failure to Improve Work Standards

[Your Company Name]  
[Company Address]  
[City, State, ZIP Code]

Date: [Insert Date]

To:  
[Employee Name]  
[Employee Position/Title]  
[Department]

## Subject: Termination of Employment Due to Failure to Improve Work Standards

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].

Despite previous discussions and written warnings regarding the areas of your performance that do not meet the required standards, there has not been sufficient or sustained improvement. Specifically, the following issues have been documented and communicated to you:

- [Example: Consistent failure to meet deadlines on assigned tasks/projects]
- [Example: Inaccurate or incomplete work submitted after feedback and training]
- [Example: Lack of adherence to company procedures and processes, despite reminders]
- [Customize with additional relevant details]

As previously discussed, management has provided feedback, support, and opportunities for improvement, including:

- [Example: Regular performance reviews and counseling sessions]
- [Example: Additional training and resources]
- [Example: A formal performance improvement plan with clear objectives and timelines]
- [Customize with additional relevant details]

Unfortunately, your performance has not improved to meet the expected standards. As such, your employment with [Company Name] is terminated as of [Last Working Day].

Please return any company property (such as keys, ID badges, equipment, documents, etc.) on or before your last day. Your final paycheck, including any outstanding compensation and accrued benefits, will be provided to you in accordance with company policies and local labor laws.

If you have any questions regarding this decision or the termination process, please contact [HR Contact Name] at [HR Contact Email/Phone Number].

We appreciate the efforts you have made during your time with us and wish you success in your future endeavors.

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