

**Date:** [Insert Date]

**To:** [Employee Name]

**Position:** [Job Title]

**Department:** [Department Name]

## Official Termination Notice Due to Poor Job Performance

Dear [Employee Name],

This letter serves as the **official termination notice due to poor job performance**. After careful consideration and thorough review of your performance during your employment with [Company Name], it has been determined that your job performance has not met the expected standards and requirements for your position.

### Performance Issues

The decision to terminate your employment is based on the following performance concerns:

- Consistent failure to meet job expectations and assigned objectives.
- Inadequate job performance despite prior notifications and corrective measures.
- Lack of substantial improvement following performance evaluations and feedback sessions.

### Corrective Actions Taken

Several steps were taken to support your improvement, including:

- Written and verbal warnings issued on [dates].
- Individual performance improvement plans with set goals and timelines.
- Regular feedback sessions and evaluations during your tenure.

Despite these efforts, your performance has not improved to a satisfactory level.

### Effective Date of Termination

Your employment with [Company Name] will be terminated effective **[Effective Date]**. Please return all company property, including identification badges, equipment, and documents, by your final working day.

### Separation Process

The Human Resources department will provide information regarding your final paycheck, benefits, and any other required exit procedures.

If you have any questions regarding this notice, please contact the HR department at [HR Contact Information].

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

Sincerely,

[Manager/Supervisor Name]

[Manager/Supervisor Title]

[Company Name]