

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee ID: [Insert Employee ID]

Department: [Insert Department]

Subject: Official Notice of Layoff Due to Performance

Dear [Employee Name],

This letter serves as the official notice of your layoff from your position as [Employee Position] with [Company Name], effective [Layoff Effective Date]. This decision comes after a thorough review of your job performance, in accordance with the company's performance standards and policies.

Over the past [duration], it has been observed and documented that your performance has not met the required standards expected of your role. Specifically, [describe specific performance issues, e.g., failure to meet deadlines, low productivity, inaccuracies in work, etc.]. Despite previous discussions, performance reviews, and written warnings on [list relevant dates], there has been insufficient improvement in these critical areas.

We have provided performance improvement plans and ongoing support, including [list any steps taken, such as additional training, mentoring, or resources]. Unfortunately, the expected progress has not been achieved. As a result, the company has made the difficult decision to proceed with the termination of your employment.

Your last working day will be [Last Working Day, if different from effective date]. Please arrange to return all company property, including [list items such as keys, ID badges, equipment, documents, etc.], to your supervisor by your final day. Information regarding your final paycheck, benefits cessation, and other separation procedures is enclosed with this letter.

If you have any questions or require clarification about this decision or the separation process, please contact [HR Contact Name] at [HR Contact Information].

We appreciate your efforts during your time at [Company Name] and wish you the best in your future endeavors.

Sincerely,

[Manager/Supervisor Name]

[Manager/Supervisor Title]

[Company Name]