

Official Termination Letter for Underperformance

[Your Company Letterhead]

Date: [Insert Date]

Employee Name: [Employee's Full Name]

Employee Position: [Employee's Position]

Department: [Department Name]

Dear [Employee's Name],

This letter serves as formal notice of termination of your employment with [Company Name], effective [Effective Termination Date]. This action has been necessitated by your failure to meet the required performance standards for your position, despite multiple discussions and opportunities for improvement.

As referenced in previous performance evaluations and documented warnings on [list dates of performance reviews or warnings], your performance has not met the specific goals and expectations outlined for your role. Despite our efforts to support your development, the necessary improvements have not been realized.

Your final paycheck, including any outstanding salary and accrued leave (if applicable), will be provided to you on your last working day or in accordance with company policy. You are required to return all company property, including keys, ID badges, equipment, and documents, by your termination date.

Information regarding your benefits, including health coverage and any eligible severance pay, will be provided separately as per company policy and local regulations.

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

Sincerely,

[Manager's Name]

[Manager's Position]

[Company Name]

[Contact Information]

This letter template is for guidance only and should be reviewed by legal counsel to ensure compliance with local labor laws and company policies.