

Date: [Insert Date]

To:

[Employee Name]  
[Employee Position]  
[Department]  
[Company Name]

Dear [Employee Name],

This letter serves as formal notice of termination of your employment with [Company Name], effective [Last Working Day, e.g., immediately or a specific date].

The primary reason for this decision is your continued failure to meet the productivity standards expected for your position, despite previous discussions, written warnings, and support provided to help you improve your performance.

We acknowledge the efforts you have made; however, your performance has not met the expectations required by your role. As a result, we have no alternative but to end your employment with the company.

Your final paycheck, including any accrued benefits, will be provided to you in accordance with company policy and applicable law. Please return all company property in your possession by your last working day.

If you have any questions regarding your final paycheck, benefits, or exit procedures, please contact [HR Contact Name] at [HR Contact Email or Phone Number].

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

Sincerely,

[Manager Name]  
[Manager Position]  
[Company Name]