

Poor Performance Dismissal Letter Example for HR

Subject: Notice of Termination of Employment

Date: [Insert Date]

Employee Name: [Employee's Full Name]

Position: [Employee's Job Title]

Department: [Department Name]

Dear [Employee's Name],

This letter serves as formal notice of the termination of your employment with [Company Name], effective [Last Working Day, e.g. immediately or specific date], due to unsatisfactory job performance.

Over the past [duration, e.g. several months], we have discussed concerns regarding your performance, specifically related to [briefly state key issues, e.g. failure to meet deadlines, quality of work, lack of productivity, etc.]. You have been given opportunities to address these concerns, including:

- Written warning(s) issued on [date(s)]
- Performance Improvement Plan initiated on [date]
- Regular feedback and support from your manager/supervisor

Despite these efforts and discussions, there has not been sufficient improvement in your performance to meet the standards expected for your role.

As a result, we are left with no choice but to terminate your employment contract, effective [Last Working Day]. Your final paycheck, including any accrued but unused leave, will be provided to you in accordance with company policy and statutory requirements.

Please return all company property, including keys, ID badges, and electronic devices, by your last working day. You are also reminded of your obligations regarding confidentiality and non-disclosure, as outlined in your employment contract.

If you have questions regarding your final pay or employee benefits, please contact [HR Contact Name], [HR Contact Role], at [HR Contact Email/Phone Number].

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]