

An **employee termination letter example for not meeting expectations** serves as a formal document used by employers to communicate the end of employment due to the employee's failure to meet performance or conduct standards. This letter clearly outlines the specific areas where expectations were not met, addresses prior warnings or performance reviews, and provides details regarding the termination date and any final pay or benefits. Using a well-structured termination letter helps ensure transparency, professionalism, and legal compliance while maintaining respect and clarity during the termination process.

## Employee Termination Letter Example for Not Meeting Expectations

[Company Letterhead]

**Date:** [Insert Date]

**Employee Name:** [Employee Full Name]

**Employee Position:** [Job Title]

**Department:** [Department Name]

Dear [Employee Name],

This letter is to formally notify you that your employment with [Company Name] will be terminated, effective [Termination Date]. This decision follows a series of discussions, warnings, and performance reviews in which we addressed concerns regarding your work performance and outlined the expectations required for your position.

Specifically, your performance did not meet the following expectations:

â€¢ [List specific areas where expectations were not met.]

â€¢ [Provide examples of missed deadlines, quality issues, or other relevant concerns.]

â€¢ [Reference dates and outcomes of previous warnings or evaluations.]

Despite our efforts to support your improvement, including [mention any training, mentorship, or additional support provided], we have not seen the necessary progress to justify the continuation of your employment.

Your final paycheck, including payment for unused vacation time (if applicable), will be provided on your last working day or in accordance with state law. Your medical benefits will remain active until [end date]. Please return all company property, including keys, ID badges, and electronic devices, on or before your final day.

If you have any questions regarding your benefits or final pay, please contact [HR Contact Name & Information]. We thank you for your efforts during your tenure and wish you the best in your future endeavors.

Sincerely,

[Manager/Supervisor Name]

[Job Title]

[Company Name]