

# HR Termination Letter for Inadequate Job Performance

Date: [Insert Date]

To,  
[Employee's Name]  
[Employee's Address]  
[City, State ZIP Code]

Subject: Termination of Employment Due to Inadequate Job Performance

Dear [Employee's 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].

Over the past [duration, e.g., several months], we have discussed concerns regarding your job performance, specifically regarding [describe specific issues and expectations, e.g., failure to meet deadlines, inconsistent work quality, not meeting sales targets, etc.]. Despite previous discussions and written warnings on [list dates of prior warnings or performance reviews], there has not been sufficient improvement in your performance.

As per company policy and after careful consideration, we have decided to terminate your employment effective [date]. You will receive your final paycheck, including payment for all accrued but unused vacation days, as well as information about your benefits and any other entitlements under company policy. Please return all company property, including [list company items, e.g., keys, ID badge, laptop, documents], on or before your last working day.

We recommend reviewing the attached documentation regarding your benefits and final compensation. If you have any questions regarding this process, you may contact the HR department at [HR contact information].

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

Sincerely,  
[Supervisor/Manager Name]  
[Title]  
[Company Name]