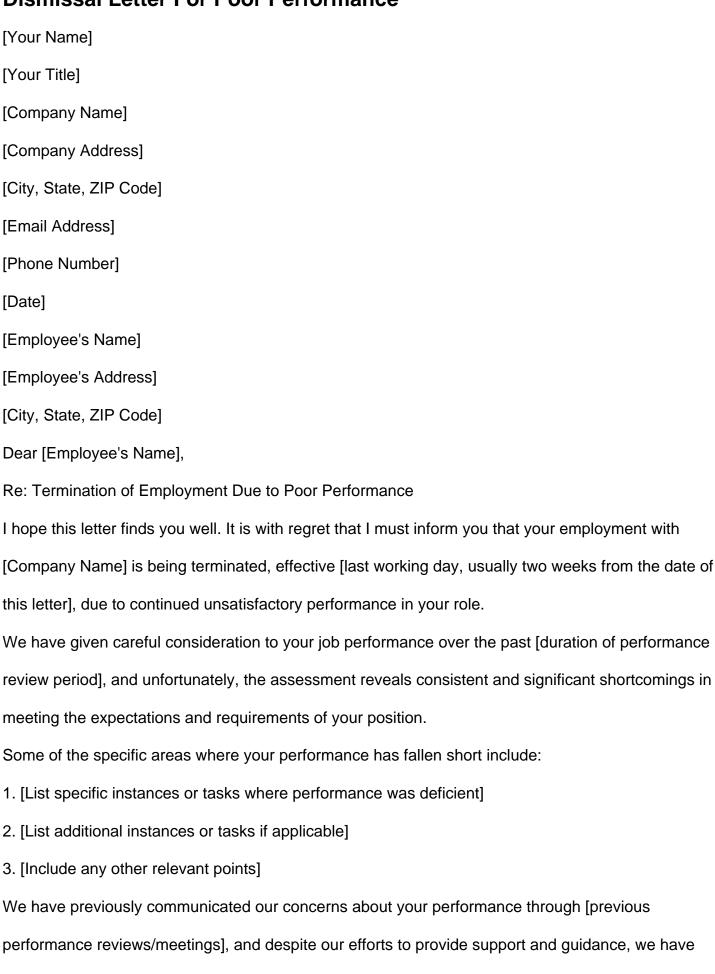
Dismissal Letter For Poor Performance



not witnessed the necessary improvements to meet the standards we require.

Termination of employment is not a step we take lightly, and we understand that this decision may have personal and professional implications for you. We are committed to assisting you during this transition and will provide you with [details about severance, final paycheck, benefits continuation, return of company property, etc.].

Please return any company property in your possession, including [list of company property], by [return deadline, usually the last working day]. Your final paycheck, including any accrued but unused vacation days, will be processed according to our regular payroll schedule.

We will also provide you with any necessary paperwork for unemployment benefits and references, upon your request.

We appreciate your efforts during your time at [Company Name] and wish you success in your future endeavors. If you have any questions or require further assistance, please do not hesitate to contact [HR Department contact name and contact information].

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Signature (if sending a physical letter)]

CC: [HR Department Contact Name]

[Employee's Supervisor/Manager Name]

[Additional relevant parties, if applicable]