

# Dismissal Letter For Poor Performance

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, ZIP Code]

Dear [Employee's Name],

Re: Termination of Employment Due to Poor Performance

I hope this letter finds you well. It is with regret that I must inform you that your employment with [Company Name] is being terminated, effective [last working day, usually two weeks from the date of this letter], due to continued unsatisfactory performance in your role.

We have given careful consideration to your job performance over the past [duration of performance review period], and unfortunately, the assessment reveals consistent and significant shortcomings in meeting the expectations and requirements of your position.

Some of the specific areas where your performance has fallen short include:

1. [List specific instances or tasks where performance was deficient]
2. [List additional instances or tasks if applicable]
3. [Include any other relevant points]

We have previously communicated our concerns about your performance through [previous performance reviews/meetings], and despite our efforts to provide support and guidance, we have

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]