Formal Dismissal Letter for Poor Performance

Subject: Termination of Employment Due to Performance Issues

Dear [Employee Name],

After careful review of your performance over the past [time period], it has been determined that your work has consistently fallen below the standards expected by [Company Name]. Despite multiple performance improvement plans and feedback sessions, there has been insufficient progress.

As a result, your employment with [Company Name] will be terminated effective [termination date]. Please ensure that all company property is returned and any outstanding tasks are handed over to your supervisor.

We thank you for your efforts and wish you the best in your future endeavors.

Sincerely,

[Manager Name]

[Title]

[Company Name]

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