

Supportive and Constructive Dismissal Letter

Subject: Notice of Termination

Dear [Employee Name],

After thorough evaluation of your performance and ongoing support provided through performance improvement plans, it has become clear that your current role at [Company Name] may not align with your strengths. Consequently, your employment will conclude on [termination date].

We appreciate your contributions and encourage you to seek opportunities that better match your skills. HR will guide you through the transition process and final settlements.

Warm regards,

[Manager Name]

[Title]

[Company Name]

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