

Termination for underperformance template

Subject: Termination of Employment Due to Performance

Dear [Employee Name],

Following multiple performance reviews and coaching sessions, it has been determined that your performance does not meet the required standards for your role. As such, your employment with [Company Name] will be terminated effective [Date].

We advise you to contact HR for information regarding your final paycheck, benefits, and return of company property. We thank you for your efforts and wish you success in your future roles.

Sincerely,

[Manager Name]

[Position]

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