

# Professional immediate dismissal for poor performance

Subject: Immediate Employment Termination

Dear [Employee Name],

Despite multiple performance improvement plans and documented discussions regarding your work performance, there has been no measurable improvement in your duties. Your continued failure to meet basic job requirements has reached a critical point that necessitates immediate action.

Your employment with [Company Name] is terminated effective immediately. This decision follows:

- Formal warning dated [Date]
- Performance improvement plan initiated [Date]
- Final written warning dated [Date]

Please report to HR at [Time] today to complete exit procedures and return company property. Your benefits will continue as outlined in your employment agreement and applicable law.

We will provide a neutral employment reference confirming dates of employment and position held.

Best regards,

[Manager Name]

HR Department

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