

Performance-Based Dismissal Letter

Subject: Termination of Employment - Performance Issues

Dear [Employee Name],

Following our previous discussions regarding your work performance and the formal performance improvement plan initiated on [Date], we regret to inform you that your employment with [Company Name] will be terminated effective [Date].

Despite the support and additional training provided, the required performance standards have not been met. Specifically, your work in [specific areas] has consistently fallen below the acceptable benchmarks established for your position.

Your final day of work will be [Date]. You will receive your final paycheck including accrued vacation time within [timeframe] as per company policy. Please return all company property including your laptop, access cards, and any confidential materials by end of business on your last day.

We wish you success in your future endeavors.

Sincerely,

[Manager Name]

[Title]

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