

Termination due to poor performance

Subject: Termination Due to Performance

Dear [Employee Name],

Following multiple performance reviews and formal warnings, we have determined that your performance does not meet the required standards for your position at [Company Name].

As per Fair Work regulations, we are providing [Notice Period] notice. Your final day of employment will be [Date]. During this period, you are encouraged to complete any pending tasks and hand over responsibilities.

Your entitlements, including accrued leave and final pay, will be provided in accordance with employment law. We wish you success in your future endeavors.

Sincerely,

[Your Name]

[Position]

[Company Name]

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