

Termination after unsatisfactory performance

Subject: Termination of Employment

Dear [Employee's Name],

This letter serves as official notice of the termination of your employment with [Company Name], effective [Last Working Date]. Despite repeated discussions and performance improvement plans, your performance has not met the expected standards for the role of [Job Title].

We acknowledge your contributions during your time with us and appreciate your efforts. Your final paycheck, including all dues and benefits, will be processed as per company policy.

We wish you success in your future career.

Regards,

[Your Name]

[Position]

[Company Name]

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