

## Formal performance termination acceptance

Subject: Termination of Employment - Final Notice

Dear [Employee Name],

Following our performance review meetings and the improvement plan period that concluded on [Date], we must proceed with the termination of your employment with [Company Name], effective [Date].

Despite multiple opportunities for improvement and additional support provided, the required performance standards have not been met. This decision has been made in accordance with company policy and employment agreements.

Your final paycheck, including accrued vacation time, will be processed according to state regulations. Please return all company property, including [list items], by [Date]. HR will contact you to schedule an exit interview and discuss COBRA benefits.

This decision is final and not subject to appeal within our organization.

Respectfully,

[HR Director Name]

[Company Name]

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