

Professional, Formal Letter

Subject: Termination of Employment Due to Poor Performance

Dear [Employee Name],

We regret to inform you that after a thorough review of your performance over the past [time period], it has been determined that your work has not met the expected standards despite repeated feedback and support provided by the management.

As a result, your employment with [Company Name] will be terminated effective [termination date].

Please ensure that all company property is returned and all pending tasks are handed over to your supervisor by your last working day.

We wish you the best in your future endeavors.

Sincerely,

[Manager Name]

[Designation]

[Company Name]

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