

Formal, Professional, Notice Period Included

Subject: Termination Notice for Poor Performance

Dear [Employee Name],

This letter serves as official notice of termination due to unsatisfactory performance. You will continue to work for a notice period of [notice period duration], ending on [termination date].

During this period, please complete all pending work and assist in transitioning responsibilities. Your final settlement and benefits will be processed as per company policy.

Sincerely,

[Manager Name]

[Designation]

[Company Name]

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