

Serious, Formal Letter

Subject: Termination of Employment Due to Chronic Underperformance

Dear [Employee Name],

Despite repeated performance reviews, training, and support, your performance over the last [duration] has consistently failed to meet the company's required standards. Accordingly, we must terminate your employment effective [termination date].

Please return all company property and ensure a smooth handover of your responsibilities. We appreciate your efforts and wish you well in your future roles.

Sincerely,

[Manager Name]

[Designation]

[Company Name]

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