

Formal Termination Letter for Performance Issues

Subject: Termination of Employment

Dear [Employee Name],

We regret to inform you that due to consistent performance issues and failure to meet the required standards, your employment with [Company Name] will be terminated effective [Termination Date]. Despite multiple warnings and performance improvement plans, the expected progress has not been achieved.

Please return all company property and complete the exit formalities on or before your last working day. We appreciate your contributions and wish you success in your future endeavors.

Sincerely,

[Your Name]

[Designation]

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