

Detailed performance-related termination letter

Subject: Notice of Employment Termination

Dear [Employee Name],

Following recent performance evaluations and discussions, it has been determined that your performance does not meet the standards required for your position.

As a result, your employment with [Company Name] will end effective [Termination Date].

You will receive your final paycheck, including any accrued benefits, on your last working day.

We encourage you to take this as an opportunity to focus on roles better suited to your skills.

Sincerely,

[Your Name]

[Position]

[Company Name]

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