

Performance-based Termination

Dear [Employee Name],

After careful review of your performance over the past [time period], we have determined that your work has not met the required standards for your position. Despite previous discussions and performance improvement plans, the expected improvements have not been achieved.

Therefore, your employment with [Company Name] will be terminated effective [Termination Date].

You will receive your final salary and any entitled benefits as per company policy.

We appreciate your contributions and wish you success in future endeavors.

Sincerely,

[Your Name]

[Position]

[Company Name]

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