

Formal letter for employee termination based on performance

Subject: Termination of Employment

Dear [Employee Name],

We regret to inform you that your employment with [Company Name] will be terminated effective [Date], due to consistently below-standard performance despite repeated feedback and support.

We appreciate your efforts and contributions during your tenure, and we encourage you to use the experience gained here in future endeavors. Please return any company property by your last working day.

Your final paycheck, including any accrued benefits, will be processed as per company policy. For any questions regarding your termination, please contact HR.

Sincerely,

[Your Name]

[Title]

[Company Name]

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