

Preliminary letter for possible termination under review

Subject: Notice of Potential Termination

Dear [Employee Name],

This letter serves as a provisional notice regarding concerns about your performance and conduct.

The company is currently reviewing your employment situation and may decide to terminate your services effective [Date].

During this period, you are required to cooperate fully with management and HR. Further details regarding the review process will be provided shortly.

Please treat this matter with seriousness. You may present any explanations or supporting information for consideration during the review.

Sincerely,

[Your Name]

[Title]

[Company Name]

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