

Performance-Based Job Termination Letter

[Company Letterhead]

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] will be terminated effective [Termination Date] due to unsatisfactory performance.

Despite multiple discussions, feedback sessions, and performance improvement plans over the past [duration], we have not seen the expected improvements in your performance. Specific areas of concern include [list specific performance issues].

We appreciate your contributions to the team during your time here. Please arrange to return any company property and complete your exit interview by [date].

If you have any questions regarding your final paycheck or benefits, please feel free to reach out to [HR Contact Name] at [HR Contact Information].

We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]