

Dismissal Letter for Inadequate Job Performance

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 immediately due to inadequate job performance.

Despite our previous discussions and the performance improvement plan initiated on [insert date], we have not seen the necessary improvements in your performance. The following areas were particularly concerning:

- [Performance issue 1]
- [Performance issue 2]
- [Performance issue 3]

Accordingly, we have decided that it is in the best interest of both parties to terminate your employment. Your final paycheck, including any unused vacation days, will be processed and sent to you by [Insert Date].

We sincerely wish you the best of luck in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]