

Dismissal Letter Due to 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 [Termination Date] due to inadequate job performance.

Despite previous discussions and efforts to support your improvement, we have not seen the necessary progress that aligns with the expectations of your role. Specific areas of concern include [list specific performance issues].

Your final paycheck, including any unused vacation days, will be processed and sent to you as per our company policy.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]