

Termination Notice

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We are writing to formally notify you of the termination of your employment with [Company Name], effective [Last Working Day, typically two weeks from the date above]. This decision is based on your poor work performance, which has not improved despite previous discussions and written warnings.

We have documented several instances where your performance did not meet the company's standards, including [briefly describe performance issues]. Despite our efforts to provide support and guidance, we have not seen the necessary improvement.

We appreciate your contributions to the team and wish you the best in your future endeavors. Please arrange for the return of any company property and address any outstanding matters with the HR department.

Sincerely,

[Your Name]

[Your Title]

[Company Name]