

# Letter of Dismissal for Unsatisfactory Job Performance

[Your Company Letterhead]

[Date]

[Employee's Name]  
[Employee's Address]  
[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that after a thorough review of your job performance, we have decided to terminate your employment with [Company Name], effective [last working day, typically two weeks from the date of the letter].

This decision has been made due to consistently unsatisfactory performance in your role as [Employee's Position]. Despite previous discussions and performance improvement plans aimed at addressing these issues, we have not seen the necessary improvements.

Please arrange to return all company property in your possession by your last day of employment. Your final paycheck, which will include any earned wages and accrued vacation days, will be provided on your last working day.

We appreciate your efforts during your time with us and wish you the best in your future endeavors.

Sincerely,

[Your Name]  
[Your Position]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]