

Notice of Termination due to Inadequate Performance

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employee's Name]

[Employee's Position]

[Employee's Address]

[City, State, Zip Code]

Subject: Notice of Termination

Dear [Employee's Name],

This letter serves as formal notice of termination of your employment with [Company Name], effective [Termination Date]. This decision has been made due to inadequate performance in your role as [Employee's Position].

Over the past [duration], we have provided feedback and opportunity for improvement, including [mention any specific performance issues and previous discussions]. Unfortunately, there has not been sufficient progress to meet our performance expectations.

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

Please return any company property in your possession by [due date]. Your final paycheck will be processed in accordance with company policy.

If you have any questions regarding this decision, please feel free to contact me directly.

Sincerely,

[Your Name]

[Your Position]

[Company Name]