

Notification of Performance-Based Termination

Date: [Insert Date]

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

Dear [Employee's Name],

We are writing to inform you of the decision made regarding your employment with [Company Name]. Despite our previous discussions and efforts to support your performance improvement, we have not seen the necessary progress in your job duties as outlined in your performance reviews.

As a result, we regret to inform you that your employment with [Company Name] will be terminated effective [Insert Termination Date]. This decision is based on the performance standards set forth in your role and the feedback provided during our performance evaluation meetings.

You will receive your final paycheck, including any accrued vacation days and benefits you are entitled to, by [Insert Payment Date]. Please return any company property by 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]
[Contact Information]