

Performance-Related Dismissal Notification

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are writing to formally notify you of your dismissal from [Company Name], effective [Effective Date]. This decision has been made following a series of performance evaluations and discussions regarding your job performance, which have not demonstrated the necessary improvement.

Despite multiple warnings and opportunities for improvement, your performance has not met the required standards. [Briefly outline specific performance issues and previous discussions or warnings].

Your final paycheck, including any outstanding vacation or leave pay, will be processed and sent to you by [Date]. You are entitled to [insert any severance or benefits if applicable].

We recommend that you reach out to [HR Contact Name] at [HR Contact Information] should you have any questions about your benefits or the dismissal process.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]