

Employee Dismissal Notification

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We regret to inform you that your employment with [Company Name] will be terminated effective [Insert Termination Date]. This decision has been made following a thorough review of your performance evaluations over the past [Insert Time Period].

Despite our previous discussions regarding your performance issues, there has not been sufficient improvement in your work. As noted in your recent performance reviews, you have consistently failed to meet the required standards in [mention specific areas of concern].

We want to thank you for your efforts while employed at [Company Name]. Please arrange for the return of any company property before your last working day. Your final paycheck will be processed and sent to you according to our standard payroll schedule.

If you have any questions regarding your termination or the next steps, please do not hesitate to reach out to [HR Contact Information].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]