

Performance-Related Termination Notice

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] is being terminated effective [Termination Date] due to performance-related issues.

Despite our earlier discussions and the support provided to improve your performance, we have not seen the required progress in the following areas:

- [Performance Issue 1]
- [Performance Issue 2]
- [Performance Issue 3]

Please arrange to return any company property by [Return Date]. Your final paycheck, including any accrued vacation days, will be provided on your scheduled payday.

We appreciate your contributions 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]